

**Jennifer Wood**  
**Mayor**

**J. Carlos Gomez**  
**Mayor Pro Tem**

**Chuck McGuire**  
**Council Member**

**Donald Parris**  
**Council Member**

**Eugene Stump**  
**Council Member**



## **AGENDA**

### **CITY OF CALIFORNIA CITY CITY COUNCIL**

**Tuesday July 25, 2017**

**Special Meeting 5:00 pm**  
**Regular Meeting 6:00 pm**

**Council Chambers**  
**21000 Hacienda Blvd.**  
**California City, Ca 93505**

If you need special assistance to participate in this meeting, please contact the City Clerk's office at (760) 373-7140. Notification of 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 American Disabilities Act Title II)

**NOTE:** Any writings or documents provided to a majority of the City Council regarding any item on this agenda is available for public inspection in the City Clerk's office at City Hall located at 21000 Hacienda Blvd, California City, Ca during normal business hours, except such documents that relate to closed session items or which are otherwise exempt from disclosure under applicable laws. These writings are also available for review in the public access binder in the Council Chambers at the time of the meeting.

**LATE COMMUNICATIONS:** Following the posting of the agenda any emails, writings or documents that the public would like to submit to the council must be received by the City Clerk no later than 3pm the Monday prior to the meeting. Past that deadline citizens may bring these items directly to the meeting. Please bring 10 copies for distribution to council, staff and the public.

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***\*\*At this time, please take a moment to turn off your cell phones\*\****

5:00 P.M.  
CLOSED SESSION

**CALL TO ORDER**

**ROLL CALL**

Councilmembers McGuire, Parris, Stump, Mayor Pro Tem Gomez, Mayor Wood

**ADOPT AGENDA**

**PUBLIC COMMENTS**

Members of the public are welcome to address the City Council only on those items on the Closed Session agenda. Each member of the public will be given three minutes to speak.

**CLOSED SESSION**

**CS 1.** Pursuant to Cal. Gov't Code §54957(b); Public Employees; Police Chief, Fire Chief, City Manager, Assistant City Manager

**CLOSED SESSION ACTION**

6:00 P.M.  
REGULAR MEETING

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE / INVOCATION**

**ROLL CALL**

Councilmembers McGuire, Parris, Stump, Mayor Pro Tem Gomez, Mayor Wood

**CITY CLERK REPORTS / LATE COMMUNICATIONS**

**PRESENTATIONS**

City Treasurer Middleton – June 2017 Report of Investments

**STAFF ANNOUNCEMENTS / REPORTS**

Police Chief Hurtado – Department Update

Fire Chief Vincent – Department Update

Public Works Director Platt – Department Update

Finance Director O'Laughlin – Department Update

Parks and Recreation Supervisor Daverin – Department Update

City Manager Weil – City Update

AB 1234 – Council Updates

**CIVIC / COMMUNITY / ORGANIZATIONS ANNOUNCEMENTS**

**PUBLIC BUSINESS FROM THE FLOOR** This portion of the meeting is reserved for persons desiring to address the City Council on any matter not on this agenda, and over

July 25, 2017

which the City Council has jurisdiction. Please state your name for the record and limit your comments to three minutes.

**CONSENT CALENDAR** All items on the consent calendar are considered routine and non-controversial and will be approved by one motion if no member of the Council, staff or public wishes to comment or ask questions. (Public comments to be limited to three minutes) Roll call vote required.

**City Council**

**CC 1. CITY CHECK REGISTERS** dated through 07/20/17

**CC 2. MINUTES** Meeting dated 03/07/17

**CC 3. READING OF ORDINANCES**

Waive reading in full of all ordinances under consideration and read by title only.

Adopt

**“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALIFORNIA CITY ADDING CHAPTER 9.5 TO TITLE 6 OF THE CALIFORNIA CITY MUNICIPAL CODE RELATING TO FOOD SAFETY EDUCATION”**

**“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALIFORNIA CITY REPEALING EXISTING ARTICLE 2 OF CHAPTER 4 OF TITLE 7 OF THE CALIFORNIA CITY MUNICIPAL CODE (“COMMUNITY ANTENNA TELEVISION SYSTEMS”) AND REPLACING IT WITH A NEW ARTICLE 2 (“STATE VIDEO FRANCHISEES”) TO ESTABLISH FRANCHISE FEES, PEG FEES AND CUSTOMER SERVICE PENALTIES FOR STATE FRANCHISE HOLDERS PROVIDING VIDEO SERVICE WITHIN CALIFORNIA CITY”**

**CC 4.** Council approve write-off of delinquent water/sewer accounts

**CC 5.** Planning Commission Appointments (Upon approval, City Clerk Hilliker will administer The oath of Office)

**PUBLIC HEARING**

**PH 1. Medical Marijuana Permit Award** – City Manager Weil

**PUBLIC HEARING PROCEDURE**

- A. Mayor read the item
- B. Mayor reopen the Public Hearing open
- C. Hear staff report
- D. Council questions only
- E. Ask city clerk to report on any communication(s)
- F. Mayor call for public testimony
- G. Close Public Hearing by motion
- H. Council discussion
- I. Council motion and vote

**Recommendation**

Council discuss, take public comment and authorize the issuance of Medical Marijuana Business permits as presented. (All permits to be conditional upon completion of the Live Scan process)

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**CONTINUED BUSINESS**

**CB 1. Request for Proposals (RFP): Visitor Center/Equipment Shop —**

**Recommendation**

Council discuss and approve entering into an agreement with SBL

**NEW BUSINESS**

**NB 1. Fire Department: Proposed Position / Administrative Fire Battalion Chief – Fire Chief Vincent**

**Recommendation**

Council discuss and approve by 4/5 vote to move funds from general fund reserves

**COUNCIL AGENDA**

This portion of the meeting is reserved for council members to present information, announcements, and items that have come to their attention. The Brown Act precludes Council, staff or public discussion. Short staff responses are appropriate. The Council will take no formal action. A Council member may request the City Clerk to calendar an item for consideration at a future meeting, or refer an item to staff.

**Councilmember McGuire**

**Councilmember Parris**

**Councilmember Stump**

**Mayor Pro Tem Gomez**

**Mayor Wood**

**ADJOURNMENT**

**AFFIDAVIT OF POSTING:** This agenda was posted on all official City bulletin boards, the City's website and agenda packets were completely accessible to the public at City Hall at least 72 hours prior to the Council Meeting.

Denise Hilliker, City Clerk



California City, California 93505  
TREASURER'S MONTHLY REPORT OF INVESTMENT  
June 2017

The general investment portfolio consists of funds for operations, capital improvement projects (CPI), water rate stabilization, administration replacements and reserves.

General Investment Accounts	Balance on 5/31/2017	Net Transactions	Balance on 6/30/2017	Percent of Total
Local Agency Investment Fund (122)	\$ 4,235,432	\$ -	\$ 4,235,432	40.33%
Kern County Investment Fund (20202)	\$ 4,062,921	\$ -	\$ 4,062,921	38.69%
<b>Sub-Total Investment Accounts</b>	<b>\$ 8,298,353</b>	<b>\$ -</b>	<b>\$ 8,298,353</b>	
General Operating Accounts	5/31/2017	Net Transactions	6/30/2017	
Bank of the Sierra -- General Checking	\$ 1,676,131	\$ 525,569	\$ 2,201,700	20.96%
Petty Cash - City Hall	\$ 500	\$ -	\$ 500	0.00%
Petty Cash - City Manager	\$ 200	\$ -	\$ 200	0.00%
Petty Cash - Fire	\$ 250	\$ -	\$ 250	0.00%
Petty Cash - Police	\$ 250	\$ -	\$ 250	0.00%
Petty Cash - Parks & Recreation	\$ 1,050	\$ -	\$ 1,050	0.01%
<b>Sub-Total Operating Accounts</b>	<b>\$ 1,678,381</b>	<b>\$ 525,569</b>	<b>\$ 2,203,950</b>	
<b>Total City Operating Funds</b>	<b>\$ 9,976,734</b>	<b>\$ 525,569</b>	<b>\$ 10,502,303</b>	<b>100.00%</b>

Restricted Housing Corporation Accounts				
Checking & CD Accounts	5/31/2017	Net Transactions	6/30/2017	
Housing Corp. -- Bank of the Sierra, Checking	\$ 584,388	\$ 13,949	\$ 598,338	72.25%
Housing Corp. -- Bank of the Sierra, CD	\$ 71,466	\$ 3	\$ 71,469	8.63%
Housing Corp. -- Bank of the Sierra, CD	\$ 30,719	\$ 2	\$ 30,721	3.71%
Housing Corp. -- Bank of the Sierra, CD	\$ 20,859	\$ 1	\$ 20,860	2.52%
Housing Corp. -- Bank of the Sierra, CD	\$ 45,204	\$ 2	\$ 45,206	5.46%
Housing Corp. -- Bank of the Sierra, CD	\$ 61,593	\$ 7	\$ 61,601	7.44%
<b>Total Housing Corporation Funds</b>	<b>\$ 814,229</b>	<b>\$ 13,964</b>	<b>\$ 828,193</b>	<b>100.00%</b>

Restricted Successor Agency Accounts				
Checking Account	5/31/2017	Net Transactions	6/30/2017	
Successor Agency -- Bank of the Sierra, Checking	\$ 1,082,341	\$ (22,468)	\$ 1,059,872	100.00%
<b>Total Successor Agency Funds</b>	<b>\$ 1,082,341</b>	<b>\$ (22,468)</b>	<b>\$ 1,059,872</b>	<b>100.00%</b>

Restricted SDI Agency Accounts				
Checking Account	5/31/2017	Net Transactions	6/30/2017	
(SDI) -- Bank of the Sierra, Checking	\$ 17,267	\$ -	\$ 17,267	0.02%
<b>Sub-Total SDI Checking Account</b>	<b>\$ 17,267</b>	<b>\$ -</b>	<b>\$ 17,267</b>	
Investment Account (Updated Monthly)	5/31/2017	Net Transactions	6/30/2017	
(SDI) US Bank Investments	\$ 85,347,738	\$ (90,777)	\$ 85,256,961	99.04%
(SDI) Certificate of Deposit with Mission Bank	\$ 806,845	\$ -	\$ 806,845	0.94%
<b>Sub-Total SDI Investment Accounts</b>	<b>\$ 86,154,583</b>	<b>\$ (90,777)</b>	<b>\$ 86,063,807</b>	
<b>Total SDI Agency Funds</b>	<b>\$ 86,171,851</b>	<b>\$ (90,777)</b>	<b>\$ 86,081,074</b>	<b>100.00%</b>

*presentation*

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California City, California 93505  
TREASURER'S MONTHLY REPORT OF INVESTMENT

June 2017

INVESTMENT POLICY

The Treasurer shall invest the City's monies as permitted in the City's approved investment policy. The Treasurer shall consider current and projected cash needs in making such investments.

\* Contact City Treasurer for US Bank investment breakdown.

US Bank		
Market Value Summary - CUSTODIAN ACCOUNT	5/31/2017	5/31/2017
Beginning Market Value	84,295,384	84,485,645
Ending Market Value	84,485,645	84,394,868
Investment Results	190,261	(90,777)
Market Value Summary - REDEVELOPEMENT AGENCY PROJ AREA TAX	5/31/2017	5/31/2017
Beginning Market Value	2	2
Ending Market Value	2	2
Investment Results	-	-
Market Value Summary - SUCCESSOR AGENCY Proj Area TAX INTEREST	5/31/2017	5/31/2017
Beginning Market Value	5	5
Ending Market Value	5	5
Investment Results	-	-
Market Value Summary - SUCCESSOR AGENCY Proj Area TAX PRINCIPAL	5/31/2017	5/31/2017
Beginning Market Value	5	5
Ending Market Value	5	5
Investment Results	-	-
Market Value Summary - SUCCESSOR AGENCY Proj Area TAX RESERVE	5/31/2017	5/31/2017
Beginning Market Value	862,082	862,082
Ending Market Value	862,082	862,082
Investment Results	-	-
Total "US Bank" Investment Assets	85,347,738	85,256,961

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## Report Criteria:

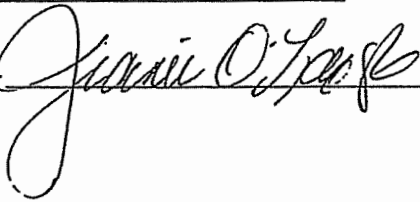
Report type: Invoice detail  
 Check.Check Number = 100396  
 Bank.Bank Number = 1  
 Check.Voided = no

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
07/17	07/06/2017	100396	Andrew Dunn Pecos League of	Gate Revenue 06-19 thru 0	06-23-17	370.00	370.00
07/17	07/06/2017	100396	Andrew Dunn Pecos League of	Concessions Revenue May	06-28-17	461.10	461.10
07/17	07/06/2017	100396	Andrew Dunn Pecos League of	Gate Revenue 07-02 thru 0	07-04-17	407.00	407.00
07/17	07/06/2017	100396	Andrew Dunn Pecos League of	Gate Concessions 07-02 thr	070417-1	12.81	12.81
Total 100396:							1,250.91
Grand Totals:							1,250.91

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
14-02005	.00	1,250.91-	1,250.91-
14-3622	461.10	.00	461.10
14-3624	789.81	.00	789.81
Grand Totals:	1,250.91	1,250.91-	.00

I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

Dated: 7-6-17Finance Director 

CC1

## Report Criteria:

Report type: Invoice detail

Bank.Bank Number = 1

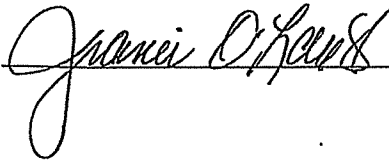
Check.Voided = no

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
07/17	07/07/2017	100397	Baker, Rachel	Re-issue from Ck 99132 Yo	RECEIPT 56217	60.00	60.00
Total 100397:							60.00
Grand Totals:							60.00

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-02005	.00	60.00-	60.00-
10-4561-450	60.00	.00	60.00
Grand Totals:	60.00	60.00-	.00

I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

Dated: 7-7-17Finance Director 

## Report Criteria:

Report type: Invoice detail  
Check.Check Number = 100398  
Bank.Bank Number = 1  
Check.Voided = no

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
07/17	07/07/2017	100398	Loza-Vazquez, Alicia	Refund 8024 Dogwood	0105542.07	53.76	53.76
Total 100398:							53.76
Grand Totals:							53.76

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
51-02005	.00	53.76-	53.76-
51-02090	53.76	.00	53.76
Grand Totals:	53.76	53.76-	.00

I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

Dated: 7-7-17Finance Director Janice O'Hanlon

## Report Criteria:

Report type: Invoice detail

Bank Bank Number = 1

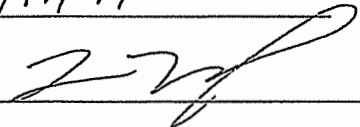
Check Voided = no

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
07/17	07/11/2017	100399	Shaw, Moses, Mendenhall & A	Airport Gen Liability 17/18	394220	7,746.00	7,746.00
Total 100399:							7,746.00
Grand Totals:							7,746.00

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
53-02005	.00	7,746.00-	7,746.00-
53-5310-511	7,746.00	.00	7,746.00
Grand Totals:	7,746.00	7,746.00-	.00

I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

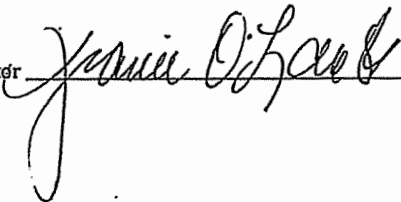
Dated: 7/11/17Finance Director 

## Report Criteria:

Report type: Invoice detail  
Bank Number = 1  
Check Voided = no

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
07/17	07/17/2017	100400	Frontier	Telephone Service from Ve	022502-5 062817	171.98	171.98
07/17	07/17/2017	100400	Frontier	Telephone Service from Ve	062303-5 062817	236.64	236.64
Total 100400:							408.62
07/17	07/17/2017	100401	So California Edison Co	City Electricity	5074,0987 063017	79,071.85	79,071.85
Total 100401:							79,071.85
07/17	07/17/2017	100402	Verizon	Long Distance Service	7214 82Y 07-02-17	399.45	399.45
Total 100402:							399.45
Grand Totals:							79,879.92

I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

Dated: 7-17-17Finance Director 

## Report Criteria:

Report type: Invoice detail

Bank Bank Number = 1

Check Voided = no

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
07/17	07/20/2017	100403	Andrew Dunn Pecos League of	Gate Revenue	071317	119.00	119.00
07/17	07/20/2017	100403	Andrew Dunn Pecos League of	concessions Revenue July 5	0713-17 CONCESSIO	20.30	20.30
Total 100403:							139.30
07/17	07/20/2017	100404	Frontier	Police, Animal Control	040709-5 071317	29.17	29.17
07/17	07/20/2017	100404	Frontier	760373-8606 070174-5 Po	070174-5 071317	268.59	268.59
Total 100404:							297.76
Grand Totals:							437.06

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
14-02005	.00	139.30-	139.30-
14-3622	20.30	.00	20.30
14-3624	119.00	.00	119.00
18-02005	.00	297.76-	297.76-
18-4212-284	268.59	.00	268.59
18-4217-284	29.17	.00	29.17
Grand Totals:	437.06	437.06-	.00

I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

Dated: 7/20/17Finance Director 



## Report Criteria:

Report type: Invoice detail

Check.Check Number = {&gt;} 100404

Bank.Bank Number = 1

Check.Voided = no

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
07/17	07/20/2017	100405	A V E K	M & I Water Charges	24023	29,712.63	29,712.63
Total 100405:							29,712.63
07/17	07/20/2017	100406	Ace Hydraulic Inc	Grader Unit 323 Repairs	5218973	854.29	854.29
Total 100406:							854.29
07/17	07/20/2017	100407	Alexander's Contract Services	Meter Readers	201706300081	5,539.50	5,539.50
Total 100407:							5,539.50
07/17	07/20/2017	100408	Alexander's Enterprises, Inc	Water Billing Process	2382	4,031.81	4,031.81
Total 100408:							4,031.81
07/17	07/20/2017	100409	Amber Chemical, Inc.	Hypochlorite Solution	0342996	364.65	364.65
07/17	07/20/2017	100409	Amber Chemical, Inc.	Hypochlorite Solution	0343147	291.72	291.72
07/17	07/20/2017	100409	Amber Chemical, Inc.	Hypochlorite Solution	0343330	109.40	109.40
Total 100409:							765.77
07/17	07/20/2017	100410	AmeriPride	Uniform Maintenance	2100611287	161.39	161.39
07/17	07/20/2017	100410	AmeriPride	Uniform Maintenance	2100612832	161.39	161.39
07/17	07/20/2017	100410	AmeriPride	Uniform Maintenance	2100614210	161.39	161.39
Total 100410:							484.17
07/17	07/20/2017	100411	Andrew Parker	Senior Center Ceiling Tile R	201734	600.00	600.00
Total 100411:							600.00
07/17	07/20/2017	100412	Arrow International	Medical Supplies	94974029	2,152.99	2,152.99
Total 100412:							2,152.99
07/17	07/20/2017	100413	Barragan, Jose	Annual Boot Allowance	070117	200.00	200.00
Total 100413:							200.00
07/17	07/20/2017	100414	Body Cams by R.C.	Body Cams, Docking Statio	CA CITY-070617	4,681.00	4,681.00
Total 100414:							4,681.00
07/17	07/20/2017	100415	Bound Tree Medical	Medical Supplies	82558147	1,538.66	1,538.66
Total 100415:							1,538.66
07/17	07/20/2017	100416	Burton's Fire, Inc	Unit 523 Vehicle Maint	W 76674	3,041.30	3,041.30
Total 100416:							3,041.30
07/17	07/20/2017	100417	Callahan, Ryan Michael	Mobile Car Wash	99	180.00	180.00

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
Total 100417:							180.00
07/17	07/20/2017	100418	Camacho, Frank	Per Diem Field Training	070517	40.00	40.00
Total 100418:							40.00
07/17	07/20/2017	100419	Cato, Marion	Annual Boot Allowance	070117	200.00	200.00
Total 100419:							200.00
07/17	07/20/2017	100420	CDW Government Inc	Office Software	JBZ1513	260.46	260.46
07/17	07/20/2017	100420	CDW Government Inc	Laptop	JGZ3811	776.69	776.69
Total 100420:							1,037.15
07/17	07/20/2017	100421	Charter Communications	City Hall Cable Service	0015167 062117	95.70	95.70
07/17	07/20/2017	100421	Charter Communications	Televised CC Meetings	0104953 062117	144.83	144.83
07/17	07/20/2017	100421	Charter Communications	Fire Internet, Telephone	0108863	418.88	418.88
07/17	07/20/2017	100421	Charter Communications	Police Basic Internet Pro 10	0118706 062117	215.00	215.00
07/17	07/20/2017	100421	Charter Communications	Police Basic Web Hosting Cl	0139587	189.98	189.98
07/17	07/20/2017	100421	Charter Communications	Fire Cable Service/Internet	0156276 062117	412.34	412.34
Total 100421:							1,476.73
07/17	07/20/2017	100422	City Hardware	OHV, ACO, Ground Ops, PD	063017 PD AC OHV	2,063.73	2,063.73
07/17	07/20/2017	100422	City Hardware	Public Works Hardware Su	0630-2017	5,127.99	5,127.99
Total 100422:							7,191.72
07/17	07/20/2017	100423	Clearview Realty /Josh Meiste	Refund 19924 Taylor	103923.12	52.03	52.03
07/17	07/20/2017	100423	Clearview Realty /Josh Meiste	Refund 8173 Viburnum	105891.06	10.65	10.65
Total 100423:							62.68
07/17	07/20/2017	100424	CMTA	Membership Renewal K. Mi	2017-032	155.00	155.00
Total 100424:							155.00
07/17	07/20/2017	100425	Creighton, James	9 Citations Appeal Officer Fe	0627-2017	450.00	450.00
Total 100425:							450.00
07/17	07/20/2017	100426	Cubero, Victor	Refund 9736 Oleander	105913.01	33.71	33.71
Total 100426:							33.71
07/17	07/20/2017	100427	Daniels Tire Service	Tires	240104409	2,265.22	2,265.22
07/17	07/20/2017	100427	Daniels Tire Service	Tires ME 219	240104659	1,448.19	1,448.19
Total 100427:							3,713.41
07/17	07/20/2017	100428	Deere Credit	Interest Lease Backhoe	1858136	1,162.04	1,162.04
07/17	07/20/2017	100428	Deere Credit	Lease Payment Excavator	1860342	2,596.24	2,596.24
Total 100428:							3,758.28
07/17	07/20/2017	100429	Dennis Automotive	Auto Service Unit 319	18053	264.00	264.00
07/17	07/20/2017	100429	Dennis Automotive	Auto Service Unit 326	18054	96.00	96.00

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
07/17	07/20/2017	100429	Dennis Automotive	Auto Service Unit 3008	18059	88.00	88.00
07/17	07/20/2017	100429	Dennis Automotive	Auto Service Unit 311	18061	608.00	608.00
Total 100429:							1,056.00
07/17	07/20/2017	100430	DigiTech Inc.	Security Service	7347	137.97	137.97
07/17	07/20/2017	100430	DigiTech Inc.	Security Service	7418	45.99	45.99
Total 100430:							183.96
07/17	07/20/2017	100431	Division of State Architect	DAE Fees Bus. Lic.	06-30-17	77.10	77.10
Total 100431:							77.10
07/17	07/20/2017	100432	Drip Drop Hydration Inc.	Hydration Drops	1234	365.00	365.00
Total 100432:							365.00
07/17	07/20/2017	100433	Ellis, James	Annual Boot Allowance	070117	200.00	200.00
Total 100433:							200.00
07/17	07/20/2017	100434	Ennis Paint, Inc.	Traffic Paint	331544	1,237.14	1,237.14
Total 100434:							1,237.14
07/17	07/20/2017	100435	Entenmann-Rovin Company	Badge- Guzman	0128122	123.93	123.93
Total 100435:							123.93
07/17	07/20/2017	100436	Environmental Health	Bus Plan Small Low Risk	0399794	1,510.00	1,510.00
07/17	07/20/2017	100436	Environmental Health	Bus Plan Small Low Risk	0399920	650.00	650.00
07/17	07/20/2017	100436	Environmental Health	Bus Plan Small High Risk	0399921	7,654.00	7,654.00
07/17	07/20/2017	100436	Environmental Health	Swimming Pool Permit	0400626	400.00	400.00
07/17	07/20/2017	100436	Environmental Health	Cross Connections	0406826	1,403.60	1,403.60
Total 100436:							11,617.60
07/17	07/20/2017	100437	Fed Ex	Priority Mailings	5-844-18956	443.84	443.84
07/17	07/20/2017	100437	Fed Ex	Priority Mailings	5-851-18524	87.66	87.66
07/17	07/20/2017	100437	Fed Ex	Priority Mailings	5-858-05833	29.22	29.22
Total 100437:							560.72
07/17	07/20/2017	100438	Fence Masters	Silver Saddle Razor Ribbon	7817	2,151.00	2,151.00
Total 100438:							2,151.00
07/17	07/20/2017	100439	Ferguson Waterworks	IPS BF Cap	0596890	32.50	32.50
07/17	07/20/2017	100439	Ferguson Waterworks	Inventory	0598506	43.51	43.51
07/17	07/20/2017	100439	Ferguson Waterworks	1/2" IPS Shutoff	0598618	830.14	830.14
07/17	07/20/2017	100439	Ferguson Waterworks	Wood Spade Shovel	0598620	185.13	185.13
07/17	07/20/2017	100439	Ferguson Waterworks	HYD B/O N&B Set	0600811	80.95	80.95
07/17	07/20/2017	100439	Ferguson Waterworks	Flapper Valve Full, HDPE P	WV002672-1	1,705.86	1,705.86
07/17	07/20/2017	100439	Ferguson Waterworks	Inventory	WV002792	1,470.01	1,470.01
Total 100439:							4,348.10
07/17	07/20/2017	100440	Fielding, Gregory	Boot Allowance	070117	200.00	200.00



GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
07/17	07/20/2017	100454	HD Supply Waterworks, LTD	Replenish Inventory	H428751	2,750.96	2,750.96
Total 100454:							2,750.96
07/17	07/20/2017	100455	HDL	Marijuana Management Pro	0027466	37,500.00	37,500.00
Total 100455:							37,500.00
07/17	07/20/2017	100456	HDWBC - High Desert Wireles	Computer Service	40531	5,010.00	5,010.00
Total 100456:							5,010.00
07/17	07/20/2017	100457	Helt Engineering, Inc	15406 Randsburg-Mojave	17-151	1,880.00	1,880.00
07/17	07/20/2017	100457	Helt Engineering, Inc	16405 Mendiburu Road Re	17-152	2,670.00	2,670.00
07/17	07/20/2017	100457	Helt Engineering, Inc	16408 Heather Sidewalk In	17-153	52.25	52.25
07/17	07/20/2017	100457	Helt Engineering, Inc	16413 Eastside Taxiways	17-154	10,440.00	10,440.00
07/17	07/20/2017	100457	Helt Engineering, Inc	16413 Eastside Taxiways	17-155	1,535.00	1,535.00
07/17	07/20/2017	100457	Helt Engineering, Inc	17402.12 Plan Check LM#	17-156	107.50	107.50
07/17	07/20/2017	100457	Helt Engineering, Inc	17402.13 Plan Ck SDR # 17	17-157	575.00	575.00
07/17	07/20/2017	100457	Helt Engineering, Inc	17403 Balsitis Park ADA Re	17-158	1,607.50	1,607.50
07/17	07/20/2017	100457	Helt Engineering, Inc	17404 Hyundai Lot Merger	17-159	720.00	720.00
07/17	07/20/2017	100457	Helt Engineering, Inc	15406 Randsburg-Mojave	17-166	1,702.50	1,702.50
07/17	07/20/2017	100457	Helt Engineering, Inc	16405 Mendiburu Road Re	17-167	595.00	595.00
07/17	07/20/2017	100457	Helt Engineering, Inc	16408 Heather Sidewalk In	17-168	1,268.38	1,268.38
07/17	07/20/2017	100457	Helt Engineering, Inc	16413 Eastside Taxiways	17-169	8,990.00	8,990.00
07/17	07/20/2017	100457	Helt Engineering, Inc	16414 Eastside Taxiways R	17-170	1,222.50	1,222.50
07/17	07/20/2017	100457	Helt Engineering, Inc	17402.10 Plan Check Lot M	17-171	287.50	287.50
07/17	07/20/2017	100457	Helt Engineering, Inc	17402.13 Plan Ck SDR # 17	17-172	422.50	422.50
07/17	07/20/2017	100457	Helt Engineering, Inc	17402.14 Plan Ck SDR 17-0	17-173	297.50	297.50
07/17	07/20/2017	100457	Helt Engineering, Inc	17402.15 Plan Ck SDR 17-0	17-174	297.50	297.50
07/17	07/20/2017	100457	Helt Engineering, Inc	17402.16 Plan Ck SDR 17-0	17-175	297.50	297.50
07/17	07/20/2017	100457	Helt Engineering, Inc	17402.17 Plan Ck SDR 17-0	17-176	297.50	297.50
07/17	07/20/2017	100457	Helt Engineering, Inc	17402.18 Plan Ck Solar Po	17-177	407.50	407.50
07/17	07/20/2017	100457	Helt Engineering, Inc	17403 Balsitis Park ADA Re	17-178	2,932.50	2,932.50
07/17	07/20/2017	100457	Helt Engineering, Inc	17406 Wtr Stby Charge 17/	17-179	1,102.50	1,102.50
Total 100457:							39,708.13
07/17	07/20/2017	100458	Hernandez, Raymond	Boot Allowance	070117	200.00	200.00
Total 100458:							200.00
07/17	07/20/2017	100459	Hightower, Kristy	Uniform Allowance	070117	600.00	600.00
Total 100459:							600.00
07/17	07/20/2017	100460	Hiro's Tranmission	Transmission Unit 232	RO #1042104	722.06	722.06
Total 100460:							722.06
07/17	07/20/2017	100461	Home Depot Credit Services	Facilities Maint. Supplies	XXX-1266 062117	68.27	68.27
Total 100461:							68.27
07/17	07/20/2017	100462	I & M Sheep: Francisco Iturriri	Deposit Refund Mendiburu	106910.01	144.98	144.98
Total 100462:							144.98
07/17	07/20/2017	100463	Johnstone Supply	City Hall Maintenance	4006011	62.13	62.13

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
07/17	07/20/2017	100463	Johnstone Supply	Safety Glasses	4006012	48.22	48.22
Total 100463:							110.35
07/17	07/20/2017	100464	Jones Chemicals Corp Inc	Chlorine Cylinders	727252	5,199.22	5,199.22
07/17	07/20/2017	100464	Jones Chemicals Corp Inc	Drums Return	727312	3,000.00-	3,000.00-
Total 100464:							2,199.22
07/17	07/20/2017	100465	Kieffe & Sons Ford	Parts Unit 411	25323	201.97	201.97
Total 100465:							201.97
07/17	07/20/2017	100466	King, Robert	Annual Boot Allowance	070117	200.00	200.00
Total 100466:							200.00
07/17	07/20/2017	100467	KME Fire Apparatus	E190 Engine Repair	CA 541316	1,818.77	1,818.77
Total 100467:							1,818.77
07/17	07/20/2017	100468	LaRue, Craig	Annual Boot Allowance	070117	200.00	200.00
Total 100468:							200.00
07/17	07/20/2017	100469	Layton, Toby	Boot Allowance	070117	200.00	200.00
07/17	07/20/2017	100469	Layton, Toby	Per Diem D3 License Revie	071117	88.50	88.50
Total 100469:							288.50
07/17	07/20/2017	100470	Leslies Pool Supplies	Pool Chemicals and Supplie	129-406761	549.04	549.04
07/17	07/20/2017	100470	Leslies Pool Supplies	Pool Chemicals and Supplie	129-409297	517.18	517.18
Total 100470:							1,066.22
07/17	07/20/2017	100471	Liu, Bin Bin	Refund 21608 96th	102705.07	14.47	14.47
Total 100471:							14.47
07/17	07/20/2017	100472	Loughary, Victor	Boot Allowance	070117	200.00	200.00
Total 100472:							200.00
07/17	07/20/2017	100473	M & S Security Services	Security Service City Hall,	9527	450.00	450.00
Total 100473:							450.00
07/17	07/20/2017	100474	Manning & Kass, Ellrod,	Attorney Services Rendere	502853	6,539.42	6,539.42
Total 100474:							6,539.42
07/17	07/20/2017	100475	Mariotti, Leilani	Refund 21617 Shaw	102615.10	27.89	27.89
Total 100475:							27.89
07/17	07/20/2017	100476	Martha's Cleaning Service	janitorial Police Dept	1508	400.00	400.00
07/17	07/20/2017	100476	Martha's Cleaning Service	Janitorial City Hall	1509	400.00	400.00

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
Total 100476:							800.00
07/17	07/20/2017	100477	Maxwell, Andrew	Boot Allowance	070117	200.00	200.00
Total 100477:							200.00
07/17	07/20/2017	100478	McMaster Carr	Bathroom Facets Senior Ctr	36478188	64.10	64.10
Total 100478:							64.10
07/17	07/20/2017	100479	Mediowaste Disposal	Medical Waste Removal	33786	62.00	62.00
Total 100479:							62.00
07/17	07/20/2017	100480	Merchant's Printing & Envelo	Bus Cards - E Hurtado, K Sa	7700300	109.40	109.40
Total 100480:							109.40
07/17	07/20/2017	100481	Meza, Amador	Boot Allowance	070117	200.00	200.00
Total 100481:							200.00
07/17	07/20/2017	100482	Meza, Amador Jr	Boot Allowance	070117	200.00	200.00
07/17	07/20/2017	100482	Meza, Amador Jr	Per Diem D4 Cert Review	071117	254.00	254.00
Total 100482:							454.00
07/17	07/20/2017	100483	Mission Uniform Service	Laundry Service PD	505287981	55.20	55.20
Total 100483:							55.20
07/17	07/20/2017	100484	Mojave Desert News	Legal Notice	42127	490.46	490.46
07/17	07/20/2017	100484	Mojave Desert News	MMJ Legal Notice	49169	35.80	35.80
07/17	07/20/2017	100484	Mojave Desert News	display Ad - TDays	49214	146.00	146.00
07/17	07/20/2017	100484	Mojave Desert News	Display Ad - Sports	49218	42.50	42.50
07/17	07/20/2017	100484	Mojave Desert News	Legal Notice Aspen Mall	49258	62.65	62.65
07/17	07/20/2017	100484	Mojave Desert News	display Ads Whiptails, Grad	49293	127.50	127.50
07/17	07/20/2017	100484	Mojave Desert News	Display Ad	49294	75.00	75.00
07/17	07/20/2017	100484	Mojave Desert News	display Ad Mem Day	49346	52.50	52.50
07/17	07/20/2017	100484	Mojave Desert News	Legal Notice Spec Election,	49361	152.15	152.15
07/17	07/20/2017	100484	Mojave Desert News	Legal Notice Special Electio	49402	42.96	42.96
07/17	07/20/2017	100484	Mojave Desert News	Legal Notice	49403	125.30	125.30
07/17	07/20/2017	100484	Mojave Desert News	Legal Notice J Barragan	49415	321.32	321.32
07/17	07/20/2017	100484	Mojave Desert News	Legal Notice Zone Chg 186	49444	148.57	148.57
07/17	07/20/2017	100484	Mojave Desert News	Display Ad	49468	147.00	147.00
07/17	07/20/2017	100484	Mojave Desert News	Legal Notice 17-746	49471	402.75	402.75
07/17	07/20/2017	100484	Mojave Desert News	Display Ad - 4th of July, Lil	49490	155.00	155.00
07/17	07/20/2017	100484	Mojave Desert News	Display Ad - 4th of July, Lil	49491	210.00	210.00
07/17	07/20/2017	100484	Mojave Desert News	Legal Notice PH MMJ, Publi	49549	37.59	37.59
07/17	07/20/2017	100484	Mojave Desert News	Legal Notice 17-747, 17-74	49550	2,316.26	2,316.26
Total 100484:							5,091.31
07/17	07/20/2017	100485	Mojave Public Utility Dis	Wonder Acres	006090-000 063017	3,042.55	3,042.55
Total 100485:							3,042.55
07/17	07/20/2017	100486	NFPA	Code Books	7018130Y	263.56	263.56

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
Total 100486:							263.56
07/17	07/20/2017	100487	Norm Hill Aviation	Internet Service ACO	02493	50.00	50.00
07/17	07/20/2017	100487	Norm Hill Aviation	Internet Service ACO July 2	02527	50.00	50.00
07/17	07/20/2017	100487	Norm Hill Aviation	Airport Internet	2526	50.00	50.00
Total 100487:							150.00
07/17	07/20/2017	100488	Office Depot	Office Supplies	939908410001	72.48	72.48
07/17	07/20/2017	100488	Office Depot	Office Supplies	941237334001	49.67	49.67
07/17	07/20/2017	100488	Office Depot	Office Supplies	941237578001	4.91	4.91
07/17	07/20/2017	100488	Office Depot	Office Supplies	943429790001	536.40	536.40
07/17	07/20/2017	100488	Office Depot	Office Supplies	943429859001	44.18	44.18
Total 100488:							707.64
07/17	07/20/2017	100489	Palmdale Auto Parts	Fire Auto Parts	063017	305.72	305.72
07/17	07/20/2017	100489	Palmdale Auto Parts	Garage, Maint. Streets, Wat	06-30-17	2,885.45	2,885.45
07/17	07/20/2017	100489	Palmdale Auto Parts	Police, OHV	06-30-17 PD OHV	724.83	724.83
Total 100489:							3,916.00
07/17	07/20/2017	100490	Parsac	Annual Liability	18-5	202,637.00	202,637.00
Total 100490:							202,637.00
07/17	07/20/2017	100491	Perry, Diane	Cleaning supplies Animal C	COSTCO 07-06-17	128.78	128.78
Total 100491:							128.78
07/17	07/20/2017	100492	Petroleum Tank Testing	Monthly Inspection 3 mont	13119	450.00	450.00
Total 100492:							450.00
07/17	07/20/2017	100493	Praxair Distribution Inc	Oxygen	77855414	122.15	122.15
Total 100493:							122.15
07/17	07/20/2017	100494	Quiroz, Marco	Refund 19472 Airway	106072.09	2.03	2.03
Total 100494:							2.03
07/17	07/20/2017	100495	R S I Petroleum Prod	Fuel	1069014	1,881.01	1,881.01
07/17	07/20/2017	100495	R S I Petroleum Prod	Fuel	1069015	946.90	946.90
07/17	07/20/2017	100495	R S I Petroleum Prod	Fuel	1069017	385.43	385.43
07/17	07/20/2017	100495	R S I Petroleum Prod	Fuel	1069018	933.83	933.83
07/17	07/20/2017	100495	R S I Petroleum Prod	Fuel	1069042	186.94	186.94
07/17	07/20/2017	100495	R S I Petroleum Prod	Fuel	1069067	265.74	265.74
07/17	07/20/2017	100495	R S I Petroleum Prod	Fuel	1069074	161.95	161.95
Total 100495:							4,761.80
07/17	07/20/2017	100496	Reid, Trisha	Refund 8813 Eucalyptus	101535.04	36.51	36.51
Total 100496:							36.51
07/17	07/20/2017	100497	Rio Hondo College	Field Training Officer Cama	4212330B	38.00	38.00



GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
Total 100497:							38.00
07/17	07/20/2017	100498	Robbins, Ron.	Uniform Allowance	070117	600.00	600.00
Total 100498:							600.00
07/17	07/20/2017	100499	Robertson's	FOB PLT46 California City	23235	791.25	791.25
Total 100499:							791.25
07/17	07/20/2017	100500	Rodarte, Leo	Boot Allowance	070117	200.00	200.00
Total 100500:							200.00
07/17	07/20/2017	100501	Ruiz, Francisco	Annual Boot Allowance	070117	200.00	200.00
Total 100501:							200.00
07/17	07/20/2017	100502	Russell, Sophie	Refund 9741 Irene	106351.04	90.84	90.84
Total 100502:							90.84
07/17	07/20/2017	100503	Ryan Herco Products	WWTP Supplies	8713440	59.29	59.29
Total 100503:							59.29
07/17	07/20/2017	100504	S.C. Friends Tire Inc.	Tires Unit 254	31784	1,094.12	1,094.12
07/17	07/20/2017	100504	S.C. Friends Tire Inc.	Tires Disposal	31794	126.00	126.00
07/17	07/20/2017	100504	S.C. Friends Tire Inc.	Tires Unit 232	31832	577.91	577.91
07/17	07/20/2017	100504	S.C. Friends Tire Inc.	alignment Unit 103	31835	55.00	55.00
07/17	07/20/2017	100504	S.C. Friends Tire Inc.	Tire Unit 385	31925	193.43	193.43
07/17	07/20/2017	100504	S.C. Friends Tire Inc.	Tire Unit CE Escape	31949	107.91	107.91
Total 100504:							2,154.37
07/17	07/20/2017	100505	Sample, Spencer	Boot Allowance	070117	200.00	200.00
Total 100505:							200.00
07/17	07/20/2017	100506	Sandhu, Manjit	Refund 10632 Camille	104500.03	29.62	29.62
Total 100506:							29.62
07/17	07/20/2017	100507	Scott, Marquita	Refund 8413 Redwood	100800.03	71.00	71.00
Total 100507:							71.00
07/17	07/20/2017	100508	Sequoia Equipment Company,	Brake Pads Unit 219	5276	122.34	122.34
07/17	07/20/2017	100508	Sequoia Equipment Company,	Brake Assembly Unit 222	5277	867.23	867.23
07/17	07/20/2017	100508	Sequoia Equipment Company,	Hose's Unit 224	5278	746.02	746.02
07/17	07/20/2017	100508	Sequoia Equipment Company,	Hose Unit 224	5431	155.90	155.90
07/17	07/20/2017	100508	Sequoia Equipment Company,	Parts Unit 219	5432	663.27	663.27
Total 100508:							2,554.76
07/17	07/20/2017	100509	Signs of Success	Metal Letters	58185	2,147.43	2,147.43

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
Total 100509:							2,147.43
07/17	07/20/2017	100510	Sparkletts	Water	4687417 061617	44.08	44.08
Total 100510:							44.08
07/17	07/20/2017	100511	Staples Advantage	Office Supplies, Janitorial	8045177896, 53047	611.41	611.41
Total 100511:							611.41
07/17	07/20/2017	100512	Tamang Electric	Filter Influent Lift Station	TE5039	16,970.00	16,970.00
Total 100512:							16,970.00
07/17	07/20/2017	100513	Thugs to Bugs Pest Control	Pest Control	18332	300.00	300.00
07/17	07/20/2017	100513	Thugs to Bugs Pest Control	Pest Control	18333	300.00	300.00
07/17	07/20/2017	100513	Thugs to Bugs Pest Control	Pest Control	18334, 18331	1,240.00	1,240.00
Total 100513:							1,840.00
07/17	07/20/2017	100514	T-Mobile USA, Inc	GPS Locate Device	9279865645	102.00	102.00
Total 100514:							102.00
07/17	07/20/2017	100515	Toledo, David	Boot Allowance	070117	200.00	200.00
Total 100515:							200.00
07/17	07/20/2017	100516	TransUnion Risk & Alternativ	TLO Contract	213800 063017	420.00	420.00
Total 100516:							420.00
07/17	07/20/2017	100517	U P S	Service Charges	V257	37.39	37.39
Total 100517:							37.39
07/17	07/20/2017	100518	Urbina, Juis	Boot Allowance	070117	200.00	200.00
Total 100518:							200.00
07/17	07/20/2017	100519	Van Dang, Art	Boot Allowance	070117	200.00	200.00
07/17	07/20/2017	100519	Van Dang, Art	Per Diem D3 Cert Review	071117	88.50	88.50
Total 100519:							288.50
07/17	07/20/2017	100520	Vasquez, Richard	Boot Allowance	070117	200.00	200.00
Total 100520:							200.00
07/17	07/20/2017	100521	Verizon Wireless	Cell Phone Service	9788268487	1,805.67	1,805.67
Total 100521:							1,805.67
07/17	07/20/2017	100522	Vision Marketing	Accountability Passports, N	1615	141.90	141.90
Total 100522:							141.90
07/17	07/20/2017	100523	Warne, Larry	Boot Allowance	070117	200.00	200.00

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Invoice Amount	Check Amount
07/17	07/20/2017	100523	Warne, Larry	Per Diem D3 License Revie	071117	88.50	88.50
Total 100523:							288.50
07/17	07/20/2017	100524	Waste Management	Trash Service	3770884-2508-9	1,439.13	1,439.13
Total 100524:							1,439.13
07/17	07/20/2017	100525	Welling, James	Boot Allowance	070117	200.00	200.00
Total 100525:							200.00
07/17	07/20/2017	100526	Wells Fargo Financial Leasing	Copier Lease	5004052404	885.54	885.54
07/17	07/20/2017	100526	Wells Fargo Financial Leasing	Copier Lease	5004052405	2,128.23	2,128.23
Total 100526:							3,013.77
07/17	07/20/2017	100527	Willdan Financial Services	Aspen Mall LLD	010-34789	910.70	910.70
Total 100527:							910.70
07/17	07/20/2017	100528	Williams, Roger	Refund 9120 Peach	105105.06	39.96	39.96
Total 100528:							39.96
07/17	07/20/2017	100529	Zee Medical	Medical Supplies	34-224329	251.66	251.66
07/17	07/20/2017	100529	Zee Medical	Medical Supplies	34-224331	163.88	163.88
Total 100529:							415.54
07/17	07/20/2017	100530	Zoll	Fire RMS Contract	00006559	420.00	420.00
Total 100530:							420.00
07/17	07/20/2017	100531	Zters	Port-A-Potty Service	230244	211.81	211.81
Total 100531:							211.81
Grand Totals:							478,404.02

I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

Dated: 7/24/17Finance Director [Signature]



**SPECIAL MEETING  
CITY OF CALIFORNIA CITY  
CITY COUNCIL  
Tuesday, March 7, 2017  
Council Chambers, 21000 Hacienda Blvd.  
MINUTES**

**CALL TO ORDER**

Mayor Wood called the meeting to order at 6:00 pm. Following the Pledge of Allegiance Deputy City Clerk Sprague called the roll:

**PRESENT:** McGuire, Parris, Stump, Mayor Pro Tem Gomez Mayor Wood

**ABSENT:** None

**ADOPTION OF AGENDA**

Motion by Councilmember McGuire, second by Councilmember Parris, to adopt the agenda with the addition of Late Communications. Motion carried. 5-0

**CITY CLERK REPORTS / LATE COMMUNICATIONS**

Al Hutson – Complaint about certain language in cannabis tax measure

DJ Twohig – Backup documentation provided in regards to stopping Special Tax dependency

**PUBLIC HEARING**

Revision of the City's Special Tax Measure A

Mayor Wood read the item and declared the Public Hearing at 6:04 pm.

City Manager Weil provided the staff report.

Public Testimony:

Al Hutson – objection to public hearing taking place now, procedure and notice. City Attorney Bettenhausen replied that all notices have been done. Hutson continued that this item should be discussed in a workshop, and the public wasn't provided data on the presented information.

Alan Bell – No one is prepared again.

Charles Schafer – 2 tax measures on ballot; what happens when one does not pass?

Jos Meister – feels this is the only way until the city sees how much revenue the MMJ business will bring in.

Karen Macedonio – what is plan C? what happens if we do not get any taxes?

Katherine Efford – reminded everyone that this city was originally design with a special tax in mind. She supports the revision.

Mary Wady - feels the community didn't get to see information

Council:

All of the council inquired about the anticipated revenue that is being forecasted; wants to see projection. O'Laughlin presented an excel spreadsheet to help them understand.

Stump – critical time to get this done; would like to see the city off the Special Tax, but we need to fill a gap.; likes the idea of the 3 yrs., \$150, \$75, \$25; would like community to come together in a workshop to discuss; need a Plan C.

CC2

Middleton – public safety, above and beyond. Weil advised that the tax revenue will be restricted; there is a window of opportunity to put this on the ballot for June; approximately \$28,000 for special election

Motion by Councilmember McGuire, second by Councilmember Stump to close the public hearing. Motion carried 5-0

Public:

Christy Mundt – everyone hates taxes and bills; wants services so she supports the “bridge” tax

Russell Michael – rushing, causing to make decisions against our own convictions

Council:

McGuire – believes MMJ has problems, uncertainty; this is the first time in the city’s history that we can get off of a special tax; wants to make sure we are covered

Gomez – Plan C: succeed at industry, if not we are done; no one else is knocking on our doors; prefers 3yr @ \$150, with language that it can be lowered.

Parris – elected by the people, doesn’t believe that the council is listening to them; doesn’t support revision

Stump – we know there is going to be a monetary shortfall, we need to do something; feels the “bridge” tax is reasonable, still chooses 3 yrs: \$125, \$75, \$25.

Wood – discussed handout material, inclined to agree the city needs a bridge tax with a stop date. Likes 3 yrs @ \$150, not to go longer or exceed amount; public safety has to be protected; need to see what happens in 17/18.

McGuire – 3 yrs seems to short, would like 4 yrs.

Weil – historically every 3 yrs, that is why we previously went for 6 year

Council was advised of possible mechanisms. Wood also wanted to remind the public that the city is working on bringing back the Citizens Advisory Committee. Their purpose is to oversee the tax and how it is being spent. The committee needs about 5 more citizens to volunteer.

McGuire: \$150 / 6 years

Stump: \$125, \$75, \$25 / 3 years

Gomez: \$150 / 3 years w/trigger

Parris – not to exceed \$150 / 3 years, strictly a gap measure

City Attorney advised that it takes a majority of the council, 3, to put the measure on the ballot.

Three members are in favor of 3 yrs at \$125, \$75, \$25.

Motion by Stump, second by Gomez to approve short recess requested by counsel. Motion carried 5-0

Stump announced that he has changed his mind, concerned if the city does not get the MMJ tax. If we go for \$150 / 3 years we can always reduce it.

Motion by Councilmember Stump, second by Mayor Pro Tem Gomez to extend the existing Special Tax from FY 2018/19 through FY 2020/21 (3 years) at \$150 per year and adopt “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIFORNIA CITY, CALIFORNIA, CALLING A SPECIAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, JUNE 6, 2017 FOR THE PURPOSE OF SUBMITTING A SPECIAL PARCEL TAX MEASURE TO THE VOTERS OF THE CITY; REQUESTING THE ASSISTANCE OF THE COUNTY OF KERN IN CONNECTION WITH THAT ELECTION WITH ANY OTHER ELECTIONS HELD ON THAT DATE” Roll call vote as follows:

**AYES:** McGuire, Stump, Gomez, Wood

**NOES:** Parris

**ABSTAIN:** None

**ABSENT:** None

**ADJOURNMENT**

Motion by Councilmember McGuire, second by Mayor Pro Tem Gomez to adjourn at 8:41 pm.

Motion Carried 5-0

Respectfully submitted by,

Denise Hilliker, City Clerk

**APPROVED BY CITY COUNCIL ON \_\_\_\_\_**





**ORDINANCE NO. 17-750**

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
CALIFORNIA CITY ADDING CHAPTER 9.5 TO TITLE 6 OF  
THE CALIFORNIA CITY MUNICIPAL CODE RELATING TO  
FOOD SAFETY EDUCATION**

WHEREAS, the Kern County Board of Supervisors recently adopted an ordinance amending the County Code by adding a chapter concerning food safety education; and

WHEREAS, the California City Municipal Code related to food safety is modeled after the County's Code; and

WHEREAS, the City Council desires to amend the City's Municipal Code in the same way as Board of Supervisors amended the County's Code.

NOW THEREFORE, THE CITY COUNCIL OF CALIFORNIA CITY DOES ORDAIN AS FOLLOWS:

SECTION 1: Chapter 9.5 is added to Title 6 of the California City Municipal Code as follows:

**CHAPTER 11 *FOOD SAFETY EDUCATION***

Sections:

**6-9.5.101 - Purpose.**

The purpose of this chapter is to establish standards for the requirement of individuals to attend food safety education courses and to pass a competency examination when found to have posed a risk to the health and safety of the community.

**6-9.5.102 - General requirements.**

When the director of public health services or his designee determines one (1) or more of the following, he may require employees of the facility to attend food safety education courses, in addition to submission of a detailed, written corrective action plan to prevent reoccurrence.

- A. The food facility has repeated violations of critical risk factors affecting food safety; and/or
- B. The owner or employee with food safety certification has failed to ensure that all employees who handle unpackaged food have sufficient knowledge and understanding of how to safely prepare and serve food; and/or

- C. Upon closure of the facility or as a result of the department having to take action at the facility due to poor decision making skills demonstrated by the operator and/or manager of the food facility.

#### 6-9.5.103 - Course attendance requirements.

Upon determination that a facility must attend food safety education courses, the director of public health services may require the owner to send all staff who engage in food preparation and/or service.

#### 6-9.5.104 - Course contents.

The food safety education course shall include, but not be limited to, the following:

- A. Causes and contributing factors of foodborne illness;
- B. The relationship between time and temperature and foodborne illness;
- C. The relationship between personal hygiene and food safety;
- D. Methods to prevent food contamination in all stages of food handling;
- E. Procedures for cleaning and sanitizing food handling equipment and utensils; and
- F. Proper decision making assistance for instances including, but not limited to, power outage, sewage spills, and rodent and/or roach infestation.

#### 6-9.5.105 - Required knowledge demonstration.

Attendees will be required to pass a food safety education competency examination following the conclusion of the presentation of the course contents. The competency examination will not be given without attendance of the food safety education course.

- A. Failure to pass the competency examination with a seventy-five percent (75%) accuracy rate will result in the requirement to retake the course.
- B. Failure to pass the competency examination with a seventy-five percent (75%) accuracy rate after the second attempt will result in suspension of the facility's health permit until at least a seventy-five percent (75%) accuracy rate has been demonstrated, unless a viable written corrective action plan is provided to and approved by the department indicating that the employee who has failed to pass the competency exam will no longer engage in food preparation and/or service until he/she has passed the competency examination.

SECTION 2: If any section, subsection, sentence, clause or phrase or word of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction or preempted by state legislation, such decision or legislation shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of California City hereby declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause or phrase or word not declared

unconstitutional without regard to any such decision or preemptive legislation.

SECTION 3: Any provision of the California City Municipal Code or appendices thereto inconsistent with the provisions of the Ordinance, to the extent of such inconsistencies and no further, are repealed or modified to that extent necessary to affect the provisions of this Ordinance.

SECTION 4: The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published and posted pursuant to the provisions of law in that regard and this Ordinance shall take effect 30 days after its final passage.

Approved for introduction at a regular meeting on the 11<sup>th</sup> day of July, by the following vote:

AYES: Stump, Gomez, Wood

NOES: McGuire, Parris

ABSENT: None

**PASSED, APPROVED, AND ADOPTED** this \_\_\_\_th day of \_\_\_\_\_, 2017, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Jennifer Wood, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Denise Hilliker, City Clerk

\_\_\_\_\_  
Christian Bettenhausen, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF KERN ) ss.  
CITY OF CALIFORNIA CITY )

I, DENISE HILLIKER, City Clerk of California City, do hereby certify that the foregoing ordinance was introduced on the 11<sup>th</sup> day of July, 2017, was regularly adopted at a meeting thereof on the \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 201 and was published/posted pursuant to law.

\_\_\_\_\_  
Denise Hilliker, City Clerk



## ORDINANCE NO. 17-751

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALIFORNIA CITY REPEALING EXISTING ARTICLE 2 OF CHAPTER 4 OF TITLE 7 OF THE CALIFORNIA CITY MUNICIPAL CODE ("COMMUNITY ANTENNA TELEVISION SYSTEMS") AND REPLACING IT WITH A NEW ARTICLE 2 ("STATE VIDEO FRANCHISEES") TO ESTABLISH FRANCHISE FEES, PEG FEES AND CUSTOMER SERVICE PENALTIES FOR STATE FRANCHISE HOLDERS PROVIDING VIDEO SERVICE WITHIN CALIFORNIA CITY**

WHEREAS, the Digital Infrastructure and Video Competition Act of 2006 (Pub. Util. Code 5800 *et seq.*, "DIVCA") went into effect on January 1, 2007; and

WHEREAS, under DIVCA, the State of California is the "sole franchising authority" for new video service providers within the City of California City ("City"); and

WHEREAS, the City, although not the franchising authority for state franchises, has certain rights and responsibilities with respect to state video franchise holders; and

WHEREAS, the City intends to require franchisees to pay the City a fee of five percent (5%) of gross revenues from within California City from each state video franchisee which operates within the City; and

WHEREAS, Public Utilities Code section 5870(n) indicates that a city may establish a fee to support Public, Educational and Governmental (PEG) channel facilities; and

WHEREAS, Public Utilities Code section 5870(n) states in part, "The ordinance shall expire, and may be reauthorized, upon the expiration of the state franchise"; and

WHEREAS, the City intends to require every state video franchise holder operating now or in the future in the City to pay a fee to support Public, Educational and Governmental (PEG) channel facilities at the rate of 1% of the video franchise holder's gross revenues; and

WHEREAS, the City may establish and enforce penalties against state video franchisees for violations of customer service rules consistent with state law; and

WHEREAS, this ordinance does not establish a "tax" within the meaning of Article XIII C, section 1, subdivision (e) of the California Constitution; and

WHEREAS, CCO SoCal I, LLC ("Charter"), is the only video service provider currently providing video service within California City; and

WHEREAS, although AT&T California ("AT&T") holds a state issued franchise for most of California and the western portion of California City is within that boundary, AT&T does not in fact provide video service to any customers in the City;

WHEREAS, effective January 2, 2008, Charter received a state franchise which will expire January 2, 2018;

WHEREAS, Charter is operating in the City pursuant to that state franchise;

WHEREAS, it is expected that Charter will receive a new state franchise to become effective January 2, 2018, which will expire January 2, 2028.

**THE CITY COUNCIL OF THE CITY OF CALIFORNIA CITY DOES ORDAIN AS FOLLOWS:**

**SECTION 1. Municipal Code Amendment.** Existing Article 2 of Chapter 4 of Title 7 of the Municipal Code is repealed in its entirety, and a new Article 2 to be entitled, "State Video Franchisees" shall replace it and shall provide as follows:

**Section 7-4.201. Purpose and Application.**

This Chapter is designed to regulate video service providers holding state video franchises and operating within the City pursuant to that franchise. On January 1, 2007, the State of California became the sole authority with power to grant state video franchises pursuant to the Digital Infrastructure and Video Competition Act of 2006 ("DIVCA"). Pursuant to DIVCA, the City of California City shall receive a franchise fee and a fee for public, educational and/ or government (PEG) purposes from all state video franchise holders operating within the City. Additionally, the City intends to exercise its authority to establish and enforce penalties, consistent with state law, against all state video franchise holders operating within the City for violations of customer service standards.

**Section 7-4.202. State Video Franchise and PEG Fees.**

- (A) Any state video franchise holder operating within the boundaries of the City shall submit a fee to the City equal to five percent (5%) of the "gross revenue" of that state video franchise holder. Gross revenue, for the purposes of this chapter, shall have the definition set forth in California Public Utilities Code § 5660 as it may be amended from time to time.
- (B) Any state video franchise holder operating within the boundaries of the City shall submit a PEG fee to the City, or the City's designee, for support of Public, Educational, and/ or Governmental (PEG) purposes that are consistent with state and federal law. The PEG fee shall be one percent (1%) of the "gross revenue" of that state video franchise holder and shall be remitted at the same time and pursuant to the same schedule as is required for franchise fees.

**Section 7-4.203. Audit Authority.**

Not more than once annually, the City Manager, or the City Manager's designee, may examine and perform an audit of the business records of a holder of a state video franchise to ensure compliance with Section 7-4.202.

#### **Section 7-4.204. Customer Service Penalties.**

- (A) The holder of a state video franchise shall comply with all applicable state and federal customer service and protection standards pertaining to the provision of video service.
- (B) The City Manager, or the City Manager's designee, shall monitor the compliance of state video franchise holders with respect to state and federal customer service and protection standards. The City Manager, or the City Manager's designee, will provide the state video franchise holder written notice of any material breaches of applicable customer service standards, and will allow the state video franchise holder 30 days from the receipt of the notice to remedy the specified material breach. Material breaches not remedied within the 30-day time period will be subject to the following penalties to be imposed by the City:
  - (1) For the first occurrence of a violation, a fine of up to \$500.00 may be imposed for each day the violation remains in effect, not to exceed \$1,500.00 for each violation.
  - (2) For a second violation of the same nature within 12 months, a fine of up to \$1,000.00 may be imposed for each day the violation remains in effect, not to exceed \$3,000.00 for each violation.
  - (3) For a third or further violation of the same nature within 12 months, a fine of up to \$ 2,500.00 may be imposed for each day the violation remains in effect, not to exceed \$ 7,500.00 for each violation.
- (C) A state video franchise holder may appeal a penalty assessed by the City Manager to the City Council within 60 days of the initial assessment. The City Council shall hear all evidence and relevant testimony and may uphold, modify or vacate the penalty. The City Council's decision on the imposition of a penalty shall be final.

#### **Section 7-4.205. City Response to State Video Franchise.**

- (A) Applications. Applicants for state video franchises within the boundaries of the City must concurrently provide complete copies to the City of any application or amendments to applications filed with the California Public Utilities Commission (PUC). One complete copy must be provided to the City Manager.
- (B) Within 30 days of receipt, the City Manager will provide any appropriate comments to the PUC regarding an application or an amendment to an application for a state video franchise."

**SECTION 2. Continuation of PEG Fee.** To the extent legally required by Public Utilities Code section § 5870(n), this ordinance shall constitute an ongoing reauthorization of any PEG fees that are applicable in the City or which become applicable in the City. The City reaffirms its intent that each state franchise holder in the city, regardless of whether it holds (or will hold) an original or renewed state video franchise, shall pay a 1% PEG fee.

**SECTION 3. Severability.** If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this Ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have

passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one (1) or more subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, or invalid, or ineffective, provided the basic purposes of this Ordinance and the benefits to the City and the public are not substantially impaired.

**SECTION 4. CEQA.** The City Council finds the approval of this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378 because under (b)(4) funding mechanisms are exempt from CEQA) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Alternatively, the City Council finds the approval of this Ordinance is not a project under CEQA Regulation Section 15061(b)(3) because it has no potential for causing a significant effect on the environment.

**SECTION 5. Effective Date.** This Ordinance shall become effective 30 days after its adoption.

**SECTION 6. Certification.** The City Clerk shall certify to the adoption of this Ordinance and shall cause this Ordinance to be published or posted as required by law.

**ADOPTION.** The foregoing ordinance was introduced at a regular meeting of the City Council on the 11th day of July, 2017, and adopted at a regular meeting of the Council held on the day of July 25, 2017, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Jennifer Woods, Mayor

ATTEST:

APPROVED AS TO FORM:

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Denise Hilliker, City Clerk

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Christian Bettenhausen City Attorney



STATE OF CALIFORNIA )  
COUNTY OF KERN ) ss.  
CITY OF CALIFORNIA CITY )

I, DENISE HILLIKER, City Clerk of California City, do hereby certify that the foregoing ordinance was introduced on the 11<sup>th</sup> day of July 2017, was regularly adopted at a meeting thereof on the 25<sup>th</sup> day of July, 2017 and was published/posted pursuant to law.

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Denise Hilliker, City Clerk



# CITY COUNCIL

July 25, 2017

**TO:** Mayor and City Council

**FROM:** Jeanie O'Laughlin, Finance Director

**SUBJECT:** Write-Off of delinquent water/sewer accounts

## **BACKGROUND:**

The past several months, the Utility Billing Department has been aggressively working to collect delinquent water and sewer bills. To this extent, we have performed the following tasks on each delinquent account:

- Billed customer
- Sent delinquent letters to customer
- Issued door hangers for past due account
- Disconnected water
- Final billed customer
- Called number on account

As all of these efforts have failed to get the customer to respond, we would like to turn these over to the collection agency for further processing. These accounts are the final batch to write off all accounts past due up to 2015.

## **RECOMMENDATION:**

Staff asks Council to approve sending this list of past due accounts to collections and allow us to write them off our books.

## **FISCAL IMPACT:**

These accounts have been delinquent for some time. Should the Collections Agency be able to collect this will provide funds for the water/sewer department. The write off of accounts will increase our bad debt expense.

## **ENVIRONMENTAL ACTION:**

None.

## **ATTACHMENTS:**

Listing of accounts to write off.

CC 4.

Acct #	Address	Amount	Final Bill Date	Contact
103480.06	9412 Oleander	\$46.29	9/5/2014	Phone call.
103042.04	21141 Windsong	\$115.32	12/18/2014	Phone call.
103103.06	9508 Evelyn	\$143.93	8/28/2014	Phone call.
105052.04	8913 Nipa	\$69.75	12/14/2014	Phone call.
103783.02	8849 Holly	\$33.09	11/4/2014	Incompatiable
103284.04	9012 Rea	\$102.04	10/14/2014	Phone call.
105407.1	8118 Ironwood	\$70.90	12/18/2014	unreachable
100375.05	20500 cooper	\$15.12	11/25/2014	unreachable
100330.06	21040 Pippin	\$251.81	10/20/2014	unreachable
106090.04	8536 Underwood	\$19.26	8/14/2014	Incompatiable
105119.05	8813 S Loop	\$39.64	9/22/2014	Wrong Number
102945.06	8236 Charles	\$84.42	8/14/2014	Phone call.
105840.13	8061 Greenwood	\$49.91	11/17/2014	unreachable
103882.06	9501 Evelyn	\$78.16	9/11/2014	Phone call.
104434.11	8812 Peach	\$257.60	12/18/2014	Phone call.
104570.07	313 Morning Glory	\$1,845.97	10/14/2014	Unreachable
106398.04	9933 Irene	\$87.02	9/10/2014	Phone disconnected
104450.05	20113 84th	\$66.59	11/19/2014	unreachable
104985.08	21201 Neauralia	\$130.81	12/14/2014	Incompatiable
104035.05	9424 karen	\$113.95	8/20/2014	Phone call.
104222.06	8348 Eucalyptus	\$144.40	10/20/2014	unreachable
101071.04	20120 87th	\$624.84	12/2/2014	Incompatiable
102958.02	8412 Quezon	\$221.61	10/20/2014	Incompatiable
105008.06	21821 101st	\$43.91	11/12/2014	Phone disconnected
105374.05	6848 Quezon	\$174.22	12/12/2014	Phone call.
100867.08	8625 Manzanita	\$38.52	9/24/2014	No Number listed
104776.01	21632 Shaw	\$128.86	12/18/2014	Disconnected
105647.02	7810 Greenwood	\$41.24	9/3/2014	Phone call.
104905.04	21312 89th	\$78.62	11/18/2014	Phone call.
105955.01	8530 Jacaranda	\$89.84	8/29/2014	unreachable
105523.08	10723 Crabapple	\$120.17	8/19/2014	Phone call.
100913.06	21013 72nd	\$357.43	8/14/2014	Unreachable
105700.03	9701 Oleander	\$249.98	11/10/2014	Wrong Number
100938.04	8570 Nipa	\$591.56	8/19/2014	unreachable
102520.02	10185 Evelyn	\$30.40	10/8/2014	unreachable
105842.05	7301 Catalpa	\$20.47	12/4/2014	Phone disconnected
103535.04	9416 Evelyn	\$104.91	11/20/2014	Phone call.
103633.06	8736 Aspen	\$63.68	9/2/2014	Phone call.
100334.04	10730 Crabapple	\$140.40	11/14/2014	Phone call.
105672.06	8937 Hickory	\$41.10	8/14/2014	Wrong Number
102361.03	10161 Margery	\$147.90	10/15/2014	Phone call.
101008.04	8573 Ironwood	\$96.36	8/14/2014	Phone call.
101505.03	8901 Aspen	\$102.67	8/14/2014	Wrong Number
	Total:	\$7,274.67		
105288.09	21731 Mesquite	\$148.90	12/9/2014	Phone call.
106742.02	9136 Jacaranda	\$245.67	10/14/2014	Wrong Number

104856.03	8513 Jimson	\$23.25	11/14/2013	Phone call.
100854.03	8112 Great Circle	\$87.36	8/27/2014	Incompatiable
100464.01	21049 Neuralia	\$119.99	10/15/2014	No Number listed
100526.03	21213 Kenniston	\$116.81	9/9/2014	Line Busy
100555.01	7761 Dogbane	\$173.77	9/3/2014	Incompatiable
101352.06	8812 Holly	\$62.31	11/18/2014	unreachable
105529.05	8948 manzanita	\$45.65	8/14/2014	Phone disconnected
102553.04	10243 Rea	\$55.80	8/14/2014	Wrong Number
101481.04	8548 fernwood	\$39.81	2/14/2017	Phone disconnected
102847.02	9677 lewis	\$127.00	9/26/2014	Phone call.
100796.04	20249 Airway	\$73.04	6/14/2014	Wrong Number
105443.03	20841 Melville	\$20.26	9/2/2014	Phone call.
104721.08	7619 Xavier	\$33.91	10/21/2014	Phone call.
106538.02	8160 Ironwood	\$146.90	8/14/2014	Phone call.
104527.05	7830 Fir	\$58.68	12/2/2014	Disconnected
103983.05	8301 Lime	\$106.83	12/14/2014	Disconnected
102662.01	9508 Rea	\$84.70	10/1/2014	No Number listed
105323.05	21821 mesquite	\$86.11	9/3/2014	Disconnected
	Total:	\$1,856.75		



## **CITY COUNCIL**

25 July 2017

**TO:** City Council

**FROM:** Jennifer Wood, Mayor

**SUBJECT:** Planning Commission Appointment

**BACKGROUND:** Two terms on the Planning Commission are now expired. Interviews were held with three candidates and one current commissioner, after serving the expired term of James Gray, has been extended.

The two candidates who have been selected to fill these seats, with Council approval, are:

Jim Creighton and Inge Elmes

Each will serve for two years effective 25 July 2017.

If approved by the City Council, City Clerk Denise Hilliker, will administer the Oath of Office.

**RECOMMENDATIONS:** The City Council approve the appointment of Jim Creighton and Inge Elmes to the Planning Commission.

**FISCAL IMPACT:** Title 2, Chapter 2 **Sec. 2-2.202. - Compensation.**

Planning Commissioners shall receive \$50.00 for each meeting of the Planning Commission attended up to a maximum of two (2) meetings in a calendar month. If approved by the Council, Commissioners may also receive reimbursement for reasonable travel and other expenses incurred while on City business.

**ENVIRONMENTAL ACTION:** N/A

CC5.





# CITY COUNCIL

July 25th, 2017

**TO:** Mayor and City Council  
**FROM:** Tom Weil, City Manager  
**SUBJECT:** Medical Marijuana Permit Award

**BACKGROUND:** HDL and Staff have completed the rankings for the first round of applicants for the Medical Marijuana permits. Ordinance 17-745 as of April 27<sup>th</sup>, 2017 increased the number of permits in each category other than dispensary to 100 Cultivation, 100 Manufacturing, and 20 each in Distribution, Research and Testing.

Out of the second round, Group 1, Forty-nine (49) Cultivators, Eleven (11) Manufacturers, Seven (7) Distributors, and One (1) Testing have scored above 80% in their combined scores from Phase II and Phase III are presented in the attachment. The permits are currently conditional until the Live Scan process has been completed but it does allow those businesses identified the ability to start moving forward with their development plans.

**RECOMMENDATION:** Council award the 49 Cultivators, 11 Manufacturing, 7 Distribution, and 1 Testing permits as presented based on the qualified applicants receiving scores 80% or higher in their combined scores for Phase I & II.

**FISCAL IMPACT:** Unknown at this time.

**ENVIRONMENTAL ACTION:** No Direct

Public Hearing

**California City  
Medical Cannabis Business Interview Scores  
Cultivation Summary**

Company Name	Column Labels Cultivation			
	Points Possible	Total	Average	Percentage
<b>Jamna #4 Inc.</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #4 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>Jamna #2 Inc.</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #2 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>Jamna #8 Inc.</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #8 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>Jamna #1 Inc.</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #1 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>Jamna #21 Inc.</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #21 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>Jamna #10 Inc.</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #10 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>Jamna #6 Inc.</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #6 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>Jamna #11 Inc.</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #11 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>Jamna #19 Inc.</b>				

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Company Name	Column Labels Cultivation			
	Points Possible	Total	Average	Percentage
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #19 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>Jamna #12 Inc.</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #12 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>Jamna #20 Inc.</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #20 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>Jamna #13 Inc.</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #13 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>Jamna #3 Inc.</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #3 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>Jamna #14 Inc.</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #14 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>Jamna #5 Inc.</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #5 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>Jamna #15 Inc.</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #15 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>Jamna #7 Inc.</b>				
Phase II	1,500	1,320	1,320	88.25%

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**Cultivation Summary**

Company Name	Column Labels Cultivation			
	Points Possible	Total	Average	Percentage
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #7 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>Jamna #16 Inc.</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #16 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>Jamna #9 Inc.</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #9 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>Jamna #18 Inc.</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #18 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>Jamna #17 Inc.</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	14,090	2,348	93.50%
<b>Jamna #17 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>
<b>E-Farms</b>				
Phase II	1,500	1,380	1,380	92.00%
Phase III	2,500	13,475	2,246	89.83%
<b>E-Farms Total</b>	<b>4,000</b>	<b>14,855</b>	<b>3,626</b>	<b>90.70%</b>
<b>Green City Cultivation</b>				
Phase II	1,500	1,410	1,410	93.75%
Phase III	2,500	13,210	2,202	88.33%
<b>Green City Cultivation Total</b>	<b>4,000</b>	<b>14,620</b>	<b>3,612</b>	<b>90.50%</b>
<b>Integrated Farms</b>				
Phase II	1,500	1,290	1,290	86.25%
Phase III	2,500	13,925	2,321	92.67%
<b>Integrated Farms Total</b>	<b>4,000</b>	<b>15,215</b>	<b>3,611</b>	<b>90.10%</b>
<b>H + I Group</b>				
Phase II	1,500	1,430	1,430	95.25%
Phase III	2,500	12,945	2,158	86.50%



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Company Name	Column Labels Cultivation			
	Points Possible	Total	Average	Percentage
<b>H + L Group Total</b>	<b>4,000</b>	<b>14,375</b>	<b>3,588</b>	<b>90.00%</b>
<b>Big West Corp et. al. TBD</b>				
Phase II	1,500	1,340	1,340	89.50%
Phase III	2,500	0	0	#DIV/0!
<b>Big West Corp et. al. TBD Total</b>	<b>4,000</b>	<b>1,340</b>	<b>1,340</b>	<b>89.50%</b>
<b>Greenfield Labs, Inc</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	13,450	2,242	90.33%
<b>Greenfield Labs, Inc Total</b>	<b>4,000</b>	<b>14,770</b>	<b>3,562</b>	<b>89.50%</b>
<b>California Cannabis Concepts</b>				
Phase II	1,500	1,335	1,335	89.00%
Phase III	2,500	0	0	#DIV/0!
<b>California Cannabis Concepts Total</b>	<b>4,000</b>	<b>1,335</b>	<b>1,335</b>	<b>89.00%</b>
<b>Urban Leaf Cultivation Team</b>				
Phase II	1,500	1,315	1,315	87.75%
Phase III	2,500	13,535	2,256	89.83%
<b>Urban Leaf Cultivation Team Total</b>	<b>4,000</b>	<b>14,850</b>	<b>3,571</b>	<b>89.00%</b>
<b>Cannabis World Cultivation</b>				
Phase II	1,500	1,315	1,315	87.75%
Phase III	2,500	13,535	2,256	89.83%
<b>Cannabis World Cultivation Total</b>	<b>4,000</b>	<b>14,850</b>	<b>3,571</b>	<b>89.00%</b>
<b>Cin Group, LLC</b>				
Phase II	1,500	1,330	1,330	88.75%
Phase III	2,500	13,295	2,216	88.83%
<b>Cin Group, LLC Total</b>	<b>4,000</b>	<b>14,625</b>	<b>3,546</b>	<b>88.80%</b>
<b>Whole Greens California Inc. (Parcel 206-031-16)</b>				
Phase II	1,500	1,330	1,330	88.75%
Phase III	2,500	13,185	2,198	88.67%
<b>Whole Greens California Inc. (Parcel 206-031-16) Total</b>	<b>4,000</b>	<b>14,515</b>	<b>3,528</b>	<b>88.70%</b>
<b>Whole Greens California Inc. (Parcel 206-041-25)</b>				
Phase II	1,500	1,330	1,330	88.75%
Phase III	2,500	13,185	2,198	88.67%
<b>Whole Greens California Inc. (Parcel 206-041-25) Total</b>	<b>4,000</b>	<b>14,515</b>	<b>3,528</b>	<b>88.70%</b>

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Company Name	Column Labels Cultivation			
	Points Possible	Total	Average	Percentage
<b>HYX Golden, LLC</b>				
Phase II	1,500	1,355	1,355	90.25%
Phase III	2,500	10,720	2,144	86.33%
<b>HYX Golden, LLC Total</b>	<b>4,000</b>	<b>12,075</b>	<b>3,499</b>	<b>87.90%</b>
<b>Cal City Wellness Center</b>				
Phase II	1,500	1,265	1,265	84.50%
Phase III	2,500	13,535	2,256	89.83%
<b>Cal City Wellness Center Total</b>	<b>4,000</b>	<b>14,800</b>	<b>3,521</b>	<b>87.70%</b>
<b>Green Laces, LLC</b>				
Phase II	1,500	1,430	1,430	95.75%
Phase III	2,500	10,115	2,023	82.00%
<b>Green Laces, LLC Total</b>	<b>4,000</b>	<b>11,545</b>	<b>3,453</b>	<b>87.50%</b>
<b>California Dreaming Cultivation, LLC</b>				
Phase II	1,500	1,320	1,320	88.25%
Phase III	2,500	12,955	2,159	86.83%
<b>California Dreaming Cultivation, LLC Total</b>	<b>4,000</b>	<b>14,275</b>	<b>3,479</b>	<b>87.40%</b>
<b>Point-On, LLC (Parcel 302-271-38-2)</b>				
Phase II	1,500	1,355	1,355	90.25%
Phase III	2,500	12,800	2,133	85.33%
<b>Point-On, LLC (Parcel 302-271-38-2) Total</b>	<b>4,000</b>	<b>14,155</b>	<b>3,488</b>	<b>87.30%</b>
<b>Point-On, LLC (Parcel 302-271-38-1)</b>				
Phase II	1,500	1,355	1,355	90.25%
Phase III	2,500	12,800	2,133	85.33%
<b>Point-On, LLC (Parcel 302-271-38-1) Total</b>	<b>4,000</b>	<b>14,155</b>	<b>3,488</b>	<b>87.30%</b>
<b>Point-On, LLC (Parcel 302-271-38-3)</b>				
Phase II	1,500	1,355	1,355	90.25%
Phase III	2,500	12,800	2,133	85.33%
<b>Point-On, LLC (Parcel 302-271-38-3) Total</b>	<b>4,000</b>	<b>14,155</b>	<b>3,488</b>	<b>87.30%</b>
<b>Point-On, LLC (Parcel 302-271-38-4)</b>				
Phase II	1,500	1,355	1,355	90.25%
Phase III	2,500	12,800	2,133	85.33%
<b>Point-On, LLC (Parcel 302-271-38-4) Total</b>	<b>4,000</b>	<b>14,155</b>	<b>3,488</b>	<b>87.30%</b>

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Cultivation Summary**

Company Name	Column Labels Cultivation			
	Points Possible	Total	Average	Percentage
<b>Point-On, LLC (Parcel 302-271-11-2)</b>				
Phase II	1,500	1,355	1,355	90.25%
Phase III	2,500	12,800	2,133	85.33%
<b>Point-On, LLC (Parcel 302-271-11-2) Total</b>	<b>4,000</b>	<b>14,155</b>	<b>3,488</b>	<b>87.30%</b>
<b>Point-On, LLC (Parcel 302-271-11-1)</b>				
Phase II	1,500	1,355	1,355	90.25%
Phase III	2,500	12,800	2,133	85.33%
<b>Point-On, LLC (Parcel 302-271-11-1) Total</b>	<b>4,000</b>	<b>14,155</b>	<b>3,488</b>	<b>87.30%</b>
<b>Green Canna, Inc</b>				
Phase II	1,500	1,410	1,410	93.75%
Phase III	2,500	12,210	2,035	81.83%
<b>Green Canna, Inc Total</b>	<b>4,000</b>	<b>13,620</b>	<b>3,445</b>	<b>86.60%</b>
<b>Soft Gold, LLC (Parcel 216-010-16)</b>				
Phase II	6,000	5,080	5,080	85.00%
Phase III	10,000	52,380	8,730	87.50%
<b>Soft Gold, LLC (Parcel 216-010-16) Total</b>	<b>16,000</b>	<b>57,460</b>	<b>13,810</b>	<b>86.50%</b>
<b>Emerging Aquaponics, LLC</b>				
Phase II	1,500	1,260	1,260	84.50%
Phase III	2,500	13,165	2,194	87.50%
<b>Emerging Aquaponics, LLC Total</b>	<b>4,000</b>	<b>14,425</b>	<b>3,454</b>	<b>86.30%</b>
<b>California for Cannabis</b>				
Phase II	1,500	1,270	1,270	85.00%
Phase III	2,500	12,875	2,146	86.33%
<b>California for Cannabis Total</b>	<b>4,000</b>	<b>14,145</b>	<b>3,416</b>	<b>85.80%</b>
<b>California City Cannabis Specialists, LLC (Parcel 302-062-40-1)</b>				
Phase II	1,500	1,280	1,280	85.75%
Phase III	2,500	10,725	2,145	85.83%
<b>California City Cannabis Specialists, LLC (Parcel 302-062-40-1) Total</b>	<b>4,000</b>	<b>12,005</b>	<b>3,425</b>	<b>85.80%</b>
<b>California City Cannabis Specialists, LLC (Parcel 302-062-40-3)</b>				
Phase II	1,500	1,280	1,280	85.75%
Phase III	2,500	10,725	2,145	85.83%
<b>California City Cannabis Specialists, LLC (Parcel 302-062-40-3) Total</b>	<b>4,000</b>	<b>12,005</b>	<b>3,425</b>	<b>85.80%</b>
<b>California City Cannabis Specialists, LLC (Parcel 302-062-40-2)</b>				



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Company Name	Column Labels Cultivation			
	Points Possible	Total	Average	Percentage
Phase II	1,500	1,280	1,280	85.75%
Phase III	2,500	10,725	2,145	85.83%
<b>California City Cannabis Specialists, LLC (Parcel 302-062-40-2) Total</b>	<b>4,000</b>	<b>12,005</b>	<b>3,425</b>	<b>85.80%</b>
<b>California City Cannabis Specialists, LLC (Parcel 302-062-40-4)</b>				
Phase II	1,500	1,280	1,280	85.75%
Phase III	2,500	10,725	2,145	85.83%
<b>California City Cannabis Specialists, LLC (Parcel 302-062-40-4) Total</b>	<b>4,000</b>	<b>12,005</b>	<b>3,425</b>	<b>85.80%</b>
<b>Zenithal Botanicals, LLC</b>				
Phase II	1,500	1,260	1,260	84.50%
Phase III	2,500	0	0	#DIV/0!
<b>Zenithal Botanicals, LLC Total</b>	<b>4,000</b>	<b>1,260</b>	<b>1,260</b>	<b>84.50%</b>
<b>Mojave Aquaponics, LLC</b>				
Phase II	1,500	1,260	1,260	84.50%
Phase III	2,500	0	0	#DIV/0!
<b>Mojave Aquaponics, LLC Total</b>	<b>4,000</b>	<b>1,260</b>	<b>1,260</b>	<b>84.50%</b>
<b>Mojave Spirits, LLC</b>				
Phase II	1,500	1,260	1,260	84.50%
Phase III	2,500	0	0	#DIV/0!
<b>Mojave Spirits, LLC Total</b>	<b>4,000</b>	<b>1,260</b>	<b>1,260</b>	<b>84.50%</b>
<b>Wellness Research Institute</b>				
Phase II	1,500	1,260	1,260	84.50%
Phase III	2,500	0	0	#DIV/0!
<b>Wellness Research Institute Total</b>	<b>4,000</b>	<b>1,260</b>	<b>1,260</b>	<b>84.50%</b>
<b>Permaponics</b>				
Phase II	1,500	1,260	1,260	84.50%
Phase III	2,500	0	0	#DIV/0!
<b>Permaponics Total</b>	<b>4,000</b>	<b>1,260</b>	<b>1,260</b>	<b>84.50%</b>
<b>MJ Unlimited, Inc</b>				
Phase II	1,500	1,135	1,135	76.25%
Phase III	2,500	13,140	2,190	88.33%
<b>MJ Unlimited, Inc Total</b>	<b>4,000</b>	<b>14,275</b>	<b>3,325</b>	<b>83.50%</b>
<b>DRJ Solutions</b>				
Phase II	1,500	0	0	#DIV/0!



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Company Name	Column Labels Cultivation			
	Points Possible	Total	Average	Percentage
Phase III	2,500	0	0	#DIV/0!
<b>DRJ Solutions Total</b>	<b>4,000</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>California Platinum Grade Associates</b>				
Phase II	1,500	0	0	#DIV/0!
Phase III	2,500	0	0	#DIV/0!
<b>California Platinum Grade Associates Total</b>	<b>4,000</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>JBL &amp; Associates, Inc</b>				
Phase II	1,500	0	0	#DIV/0!
Phase III	2,500	0	0	#DIV/0!
<b>JBL &amp; Associates, Inc Total</b>	<b>4,000</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>CC Wellness Corp</b>				
Phase II	1,500	0	0	#DIV/0!
Phase III	2,500	0	0	#DIV/0!
<b>CC Wellness Corp Total</b>	<b>4,000</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>Pacific Coast Patient Group, Inc</b>				
Phase II	1,500	0	0	#DIV/0!
Phase III	2,500	0	0	#DIV/0!
<b>Pacific Coast Patient Group, Inc Total</b>	<b>4,000</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>Chromed Culture &amp; Company</b>				
Phase II	1,500	0	0	#DIV/0!
Phase III	2,500	0	0	#DIV/0!
<b>Chromed Culture &amp; Company Total</b>	<b>4,000</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>

**California City**  
**Medical Cannabis Business Interview Scores**  
**Manufacturing Summary**

Column Labels Manufacturing					
Company Name	Points Possible	Total	Average	Percentage	
<b>Jamna #9 Inc.</b>					
Phase II	1,500	1,320	1,320	88.25%	
Phase III	2,500	14,090	2,348	93.50%	
<b>Jamna #9 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>	
<b>Jamna #10 Inc.</b>					
Phase II	1,500	1,320	1,320	88.25%	
Phase III	2,500	14,090	2,348	93.50%	
<b>Jamna #10 Inc. Total</b>	<b>4,000</b>	<b>15,410</b>	<b>3,668</b>	<b>91.40%</b>	
<b>Bud Technology, Inc</b>					
Phase II	1,500	1,270	1,270	85.25%	
Phase III	2,500	14,215	2,369	95.00%	
<b>Bud Technology, Inc Total</b>	<b>4,000</b>	<b>15,485</b>	<b>3,639</b>	<b>91.10%</b>	
<b>Integrated Farms</b>					
Phase II	1,500	1,290	1,290	86.25%	
Phase III	2,500	13,925	2,321	92.67%	
<b>Integrated Farms Total</b>	<b>4,000</b>	<b>15,215</b>	<b>3,611</b>	<b>90.10%</b>	
<b>E-Labs</b>					
Phase II	1,500	1,360	1,360	90.75%	
Phase III	2,500	13,390	2,232	89.33%	
<b>E-Labs Total</b>	<b>4,000</b>	<b>14,750</b>	<b>3,592</b>	<b>89.90%</b>	
<b>Cal City Manufacturing Group</b>					
Phase II	1,500	1,315	1,315	87.75%	
Phase III	2,500	13,535	2,256	89.83%	
<b>Cal City Manufacturing Group Total</b>	<b>4,000</b>	<b>14,850</b>	<b>3,571</b>	<b>89.00%</b>	
<b>Whole Greens California Inc.</b>					
Phase II	1,500	1,330	1,330	88.75%	
Phase III	2,500	13,185	2,198	88.67%	
<b>Whole Greens California Inc. Total</b>	<b>4,000</b>	<b>14,515</b>	<b>3,528</b>	<b>88.70%</b>	
<b>Never Stress Inc</b>					
Phase II	1,500	1,270	1,270	85.25%	
Phase III	2,500	13,555	2,259	90.50%	
<b>Never Stress Inc Total</b>	<b>4,000</b>	<b>14,825</b>	<b>3,529</b>	<b>88.40%</b>	



**California City  
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Manufacturing Summary**

Column Labels Manufacturing					
Company Name	Points Possible	Total	Average Percentage		
Point-On, LLC (Parcel 302-273-03)					
Phase II	1,500	1,355	1,355	90.25%	
Phase III	2,500	12,800	2,133	85.33%	
Point-On, LLC (Parcel 302-273-03) Total	4,000	14,155	3,488	87.30%	
Green Canna, Inc					
Phase II	1,500	1,410	1,410	93.75%	
Phase III	2,500	12,210	2,035	81.83%	
Green Canna, Inc Total	4,000	13,620	3,445	86.60%	
CHC Holdings, Inc					
Phase II	1,500	870	870	60.00%	
Phase III	2,500	13,065	2,178	86.50%	
CHC Holdings, Inc Total	4,000	13,935	3,048	75.90%	

**California City  
Medical Cannabis Business Interview Scores  
Distribution Summary**

Column Labels Distribution					
Company Name	Points Possible	Total	Average	Percentage	
<b>DDJC</b>					
Phase II	3,000	2,850	2,850	95.00%	
Phase III	5,000	27,580	4,597	91.67%	
<b>DDJC Total</b>	<b>8,000</b>	<b>30,430</b>	<b>7,447</b>	<b>93.00%</b>	
<b>Blockhead Solutions</b>					
Phase II	3,000	2,780	2,780	92.50%	
Phase III	5,000	27,400	4,567	91.50%	
<b>Blockhead Solutions Total</b>	<b>8,000</b>	<b>30,180</b>	<b>7,347</b>	<b>91.90%</b>	
<b>Integrated Farms</b>					
Phase II	3,000	2,580	2,580	86.25%	
Phase III	5,000	27,850	4,642	92.67%	
<b>Integrated Farms Total</b>	<b>8,000</b>	<b>30,430</b>	<b>7,222</b>	<b>90.10%</b>	
<b>Statewide Distribution</b>					
Phase II	1,500	1,320	1,320	88.25%	
Phase III	2,500	13,535	2,256	89.83%	
<b>Statewide Distribution Total</b>	<b>4,000</b>	<b>14,855</b>	<b>3,576</b>	<b>89.20%</b>	
<b>Aston Distribution #3 Inc</b>					
Phase II	3,000	2,580	2,580	86.25%	
Phase III	5,000	27,330	4,555	91.00%	
<b>Aston Distribution #3 Inc Total</b>	<b>8,000</b>	<b>29,910</b>	<b>7,135</b>	<b>89.10%</b>	
<b>Aston Distribution #2 Inc</b>					
Phase II	3,000	2,580	2,580	86.25%	
Phase III	5,000	27,330	4,555	91.00%	
<b>Aston Distribution #2 Inc Total</b>	<b>8,000</b>	<b>29,910</b>	<b>7,135</b>	<b>89.10%</b>	
<b>Cannabis Connection Center Inc.</b>					
Phase II	1,500	1,330	1,330	88.75%	
Phase III	2,500	13,185	2,198	88.67%	
<b>Cannabis Connection Center Inc. Total</b>	<b>4,000</b>	<b>14,515</b>	<b>3,528</b>	<b>88.70%</b>	

California City  
Medical Cannabis Business Interview Scores  
Testing Summary

Column Labels Testing				
Company Name	Points Possible	Total	Average	Percentage
JB Labs Inc				
Phase II	1,500	1,290	1,290	86.25%
Phase III	2,500	13,645	2,274	91.50%
JB Labs Inc Total	4,000	14,935	3,564	89.40%



# CITY COUNCIL

July 25, 2017

**TO: Mayor and City Council**  
**FROM: Joe Barragan- Deputy Building Official**  
**SUBJECT: Visitor Center/Equipment Shop - RFP**

## **BACKGROUND:**

The California City Police Department received an RTP grant for \$748,990 for a Visitor/Information Center and Equipment Shop. City Staff advertised a request for proposal (RFP) for the design of the blue prints for the building, with two newspapers and a print shop. Also, emails were sent out to Architects that have given the City proposal for similar projects in the past. The RFP was advertised for 30 days. The City only received two proposals for the project. One proposal was from the IDS Group and the other was from SBL Architecture (see attached proposals). Both Proposals are very well put together and both companies are qualified to do the plans for this project. **IDS' cost to do the plans is \$114,837 and SBL's cost is \$59,200.**

## **RECOMMENDATION:**

The City Council accepts SBL's Proposal and enters into an agreement with SBL to do the plans for the Visitor Center Building.

## **ATTACHMENTS:**

Proposal from IDS Group, proposal from SBL Architecture, Helt Engineers Estimated Budget for Project

## **FISCAL IMPACT:**

RTP Grant Visitor Center Building Expenditure Account 16-4231-740 **\$59,200**

## **ENVIRONMENTAL ACTION: N/A**

*The Finance Director has reviewed the staff report and finds the recommendations to be within the budget constraints of the Department.*

CB1.





## PRELIMINARY ENGINEER'S COST ESTIMATE

CITY OF CALIFORNIA CITY POLICE DEPARTMENT  
BORAX BILL PARK NEW VISITOR CENTER PROJECT

	UNIT OF MEASURE	EST. QNTY.	PRICE PER UNIT	TOTAL
<b>Site Improvements</b>				
Site Grading/Clearing and grubbing	LS	1	\$ 25,000	\$ 25,000
New Sidewalks	SF	1500	\$ 6	\$ 9,000
New Electrical Service	LS	1	\$ 20,000	\$ 20,000
New Septic Tank System	LS	1	\$ 15,000	\$ 15,000
Building/Site Signage	LS	1	\$ 3,500	\$ 3,500
Storm Water Soil Loss Prevention Plan	LS	1	\$ 1,800	\$ 1,800
<b>Structural Systems &amp; Building Envelope</b>				
Building Slab, Foundation System	SF	6000	\$ 8	\$ 48,000
Premanufactured Metal Building	SF	6000	\$ 13	\$ 78,000
Furred out Exterior Wall	LS	1	\$ 22,000	\$ 22,000
Stucco System	SF	6000	\$ 6	\$ 36,000
Windows & Frames	EA	7	\$ 2,000	\$ 14,000
Exterior Doors, Frames, Hardware	EA	2	\$ 3,500	\$ 7,000
Store Front System	EA	1	\$ 6,500	\$ 6,500
Roll-up Overhead Door	EA	2	\$ 5,500	\$ 11,000
Exterior Paint	LS	1	\$ 4,000	\$ 4,000
Insulation	SF	4000	\$ 3	\$ 12,000
<b>Mechanical, Electrical, &amp; Plumbing Systems</b>				
Provide/Install Toilet Fixtures	EA	3	\$ 3,500	\$ 10,500
Provide/Install Lavatory Fixtures	EA	3	\$ 3,250	\$ 9,750
Provide/Install Kitchen Sink Fixture	EA	1	\$ 3,800	\$ 3,800
Provide/Install Janitorial Sink Fixture	EA	1	\$ 3,500	\$ 3,500
Provide/Install Shower Enclosure Fixture	EA	1	\$ 3,800	\$ 3,800
ADA Drinking Fountain	EA	1	\$ 4,200	\$ 4,200
Provide/Install HVAC	LS	1	\$ 35,000	\$ 35,000
Provide/Install Sprinkler System/Fire alarm	LS	1	\$ 28,000	\$ 28,000
Electrical Power	LS	1	\$ 23,000	\$ 23,000
Electrical Lighting	LS	1	\$ 30,000	\$ 30,000
Data & Communications	LS	1	\$ 12,000	\$ 12,000
<b>Interior Elements</b>				
Rough Wood Framing-loft/Interior Walls	SF	2000	\$ 22	\$ 44,000
Drywall Finish	SF	4000	\$ 8	\$ 32,000
T-Bar Ceiling System	SF	3000	\$ 7	\$ 21,000
Interior Paint	SF	4000	\$ 4	\$ 16,000
Floor/Wall Porcelain Tile for Restrooms	SF	300	\$ 26	\$ 7,800
Flooring- Stained Concrete Finish	SF	4000	\$ 4	\$ 16,000
Interior Doors, Frames, and Hardware	EA	6	\$ 2,250	\$ 13,500
Restroom Accessories	EA	20	\$ 300	\$ 6,000
Reception Counter	LS	1	\$ 38,000	\$ 38,000
Break Room Casework	LS	1	\$ 25,000	\$ 25,000
<b>Subtotal Construction Cost</b>				<b>\$ 695,650</b>
Contingency 10%				\$ 69,565
Environmental				\$ 7,500
Site Surveying				\$ 5,000
Preliminary Engineering (8%)				\$ 55,652
Geotechnical Engineering				\$ 6,000
Construction Staking				\$ 4,000
Printing, Bidding and Advertising				\$ 3,500
<b>*Total Estimated Project Cost</b>				<b>\$ 846,867</b>

**Notes:**

Prevailing wages costs  
Preliminary Engineering includes architectural, mechanical, plumbing, and electrical engineering costs.  
Construction Management by City

Update: 09/24/15 by Ramon Pantoja (HEI)

June 30, 2017

Mr. Joe Barragan, Building Official  
City of California City, Building Department  
21000 Hacienda Blvd  
California City, CA 93505

**SUBJECT: Proposal for Engineering and Architectural Services for a New 6,000 Square Foot  
Premanufactured Metal Building**

Dear Mr. Barragan and Members of the Selection Committee:

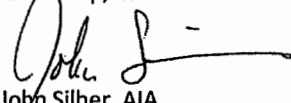
The City of California City is requiring engineering and architectural design services for the design of a premanufactured building that will be utilized as the California OHV Recreation Visitor/Information Center and Equipment Shop. IDS Group (IDS) understands that the City expects a full set of plans designed to meet or exceed 2016 California Building Standards Code. This includes, but is not limited to, all calculations and designs for Architectural Design, Civil Engineering, Structural Engineering, Mechanical and Electrical Engineering. The design will include, but will not be limited to, a landscaping plan, floor plans, elevation plans, section plans, ADA parking and accessible route plan, a framing plan for the interior walls, ceilings and second floor.

IDS has experience and technical expertise in the fields of public works prefabricated building design. Differentiators that IDS brings to the City of California City include the following:

- **Team Expertise:** Our proposed team consists of highly qualified individuals that are perform this project. Our Principal Architect, John Silber, AIA, has over 35 years of experience working with Cities performing similar scope-of-services required by the City of City.
- **Similar Experience:** We have recently completed similar scope-of-services for numerous municipal clients including the Riverside County Regional Park and Open-Space District **Lake Skinner Maintenance and Operations Building**, City of Murrieta Design Services for Three Prefabricated Buildings at Town Square Park, City of West Covina Prefabricated Restroom Facility, City of Glendora Prefabricated Restroom and Community Room Building, and Renovation and Modernization of Restroom #9 Building at Irvine Regional Park, among others. The uses and the construction technology we employed for **Lake Skinner** matches that planned for Borax Bill Park. Our **Fullerton Museum Center** project demonstrates our ability to design for exhibits and displays.
- **Multidiscipline Firm:** IDS is a multidiscipline firm well positioned to meet the city's schedule: civil, architectural, structural, mechanical/plumbing, electrical, and mapping will be done in house, thus allowing the city to realize efficiencies that come with managing multiple disciplines under one roof.
- **Award-winning Firm:** Since our inception IDS has received numerous recognitions and awards of excellence from many technical and trade associations, clients, and various agencies. Commemorating the quality and responsiveness of our services.

We appreciate the opportunity to submit our proposal and commit to providing excellent consulting services to help you achieve your goals of completeness, quality, and constructability. Mr. John Silber hereby acknowledges that he is the architectural principal of IDS and will negotiate and contractually bind the firm regarding matters pertaining to this proposal and can be contacted at (949) 387-8500 ext. 154. He further acknowledges that all statements in the proposal are true and correct and shall constitute a warranty, the falsity of which shall entitle the City to pursue any remedy authorized by law, which shall include the right, at the option of the City, to declare any contract made as a result thereof, to be void. IDS further acknowledges that our proposal will remain valid for a period of 180 calendar days from the due date noted above.

Sincerely,  
IDS Group, Inc.



John Silber, AIA  
Principal Architect



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## Section I: Corporate/Agency Profile

IDS Group (IDS) is an award-winning multi-disciplinary firm specializing in the fields of engineering and architectural design services. Focused on innovative approaches to public space, structures and urban issues, IDS' work engages both site-specific design and planning on multiple levels.



IDS has been synonymous with quality engineering and architectural solutions for over half a century. Our array of services' address the needs of our clients in both the public and private sectors by building on our long-standing experience and analyzing each project's context, environment, budget, purpose, and goal.

IDS is headquartered in Irvine, CA with an extensive network of offices throughout Southern California, ensuring local knowledge and providing our clients with quick response time. As a multi-disciplinary engineering and architectural firm, IDS has the practical knowledge, insight and resources to offer comprehensive services and specialized solutions to our clients.

### Company Information

Legal Name of Company	IDS Group, Inc.
Year founded:	1998
Form of organization:	A California Corporation
Number, size and location of offices:	<b>Corporate Office</b> 1 Peters Canyon Rd., Ste. 130 ▲ Irvine, CA 92606 949.387.8500 ▲ 949.502.7640 fax 83 Employees <b>Additional Offices</b> 9636 Tierra Grande, Suite 200 ▲ San Diego, CA 92126 619.402.0226 ▲ 949.502.7640 fax 10 Employees 1055 West 7th Street, 33rd Floor ▲ Los Angeles, CA 90017 213.600.7400 ▲ 949.502.7640 fax 7 Employees
Total number of employees:	101
Person authorized to execute proposed contract	Mr. John Silber, AIA – Principal Architect (949) 687-8500 ext. 154

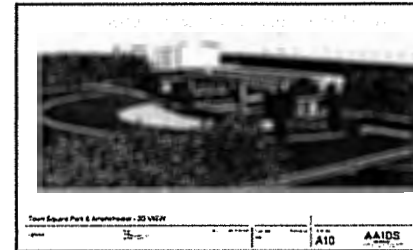


## Section II: Qualifications and Experience

IDS Group (IDS) is a multidisciplinary engineering and architectural consulting firm with history spanning over 50 years. Our integrated design team provides added value through our specialized divisions – civil, structural, mechanical, plumbing, and electrical engineering, as well as architecture and construction management. Our corporate infrastructure creates optimum utilization of resources for our staff of 100 professionals, maximizing service efficiency. IDS is committed to project excellence, providing turnkey design solutions to the building and infrastructure industries.

### In-house Capabilities

**Architecture:** IDS provides architecture design, planning, project management and renovation services to public and private clients throughout California. As a full service architectural firm, IDS is experienced in all phases of architecture from pre-design through project closeout. In addition, our architectural services involve new design, building assessments, alterations, and modifications, accessibility studies, ADA compliance studies and design, fire and life safety assessment and design, code review, space planning, remodeling, repair of damaged and deteriorated structures, and expansions and additions to existing facilities. Project experience of IDS staff encompasses new construction, renovation, re-adaptation, and tenant improvements to a variety of building types.



- Municipal Building Design
- Restroom Buildings
- ADA Accessibility Studies
- Urban Planning
- Facility Master Plans
- Suitability

**Civil Engineering:** Our civil engineering group offers a wide array of expertise and experience, specializing in providing planning and entitlement, civil engineering, surveying and mapping, construction survey, LEED, sustainable design, construction administration, and traffic engineering services.

The following lists illustrate the depth of our in-house civil engineering capabilities:



#### ▪ Civil Engineering

- Preparation of Civil Plans and Specifications
- Preparation of Construction Documents
- Rough and Precise Grading Plans
- Storm Drain Improvement Plans
- Hydrology and Hydraulic Analysis and Reports
- Water Quality Management and Design
- Sewer Improvement Plans
- Domestic Water Improvement Plans
- Dry Utility Coordination
- Joint Utility Plans
- Paving Rehabilitation Plans
- Construction Improvement Plans
- Traffic Control Plans
- Striping Plans
- Street Lighting Plans
- Storm Water Pollution Prevention Plans
- Street Improvement Plans
- Construction Cost Estimates
- Permit Processing





■ **Construction Engineering**

- Construction Administration
- Response | Review of RFIs
- Construction Contract Bidding
- As-Built Drawings
- Engineer's Certification of Improvements

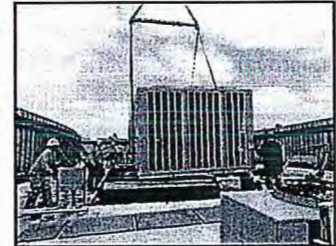
■ **Surveying and Mapping**

- Topographic Maps and Aerial Mapping
- Encumbrance and Utility Maps
- Boundary and Lot Surveys
- Record Data Maps
- Paving Rehabilitation Plans
- Record Data Maps
- Final Maps
- Legal Descriptions and Plats for Easements
- Dedications and Vacations
- Construction Staking

**Structural Engineering:** Our structural engineering group is a recognized leader in the design, assessment, review, and retrofit of buildings. The depth of our work includes the design of new buildings utilizing steel, concrete, and masonry, the assessment and retrofit of numerous buildings of all sizes, the evaluation and repair of distressed structures, peer and plan review, constructability review, and forensic engineering. Our team has been honored by the Structural Engineers Association of Southern California (SEAOSC) with over 20 "Excellence in Structural Engineering" awards for innovative and outstanding design.



**Mechanical and Plumbing Engineering:** The mechanical group is comprised of professional engineers and designers who are experts in the fields of heating, ventilating, air conditioning, plumbing, piping, and fire protection. We have provided design services for HVAC, plumbing, and fire protection systems for countless public projects and facilities. These projects encompass new construction, retrofit, modernization, and expansions of facilities.



**Electrical Engineering:** The electrical engineering group of IDS has provided quality professional electrical engineering services to public and private clients. Our electrical engineers have extensive experience in a wide variety of projects and in the preparation of engineering studies, analyses, plan reviews, preparation of drawings and specifications for new construction projects; construction cost estimates; field investigations; concept studies; reports, and post-construction support for electrical engineering projects.

**Design and Production Ability (CAD | BIM):** IDS Group is at the forefront of computer aided design and data management, including Building Information Modeling (BIM). The scale and magnitude of many of our projects requires that we outfit our staff with state-of-the-art computer hardware and the best available software for performing the most advanced analysis and design.



Our computer software library includes, but not limited to, the latest versions of architectural, structural, mechanical/plumbing, and electrical analysis and design programs.

**Cost Estimating:** Our in-house cost estimator is experienced in supporting both new construction and complex renovation projects, and possess extensive knowledge of a variety of tenant improvement types. Utilizing the latest in cost control methods, IDS ensures clients' projects are well planned and expertly executed. In the delivery of its cost services, IDS provides reliable, accurate estimates while meeting its client's most critical deadlines.





**Program | Construction Management:** IDS Group provides program | construction management (PM|CM) services from initial planning through design and subsequent construction completion for public agencies, private developers, and special districts. Our in-house staff has experience in managing large-scale residential, industrial, and commercial projects throughout California, which has provided us with the experience working with multiple government agencies that may have project jurisdiction.

**Dedication to Sustainable Engineering:** IDS Group values the opportunity to remain at the forefront of "green technology". We combine sustainable, energy-efficient, and environmentally-conscious designs as a significant component of each project. Our mission is to integrate energy-saving systems and equipment that will improve the building performance while ensuring occupancy comfort to reduce the consumption natural resources and reduce environmental degradation.

IDS combines sustainable, energy-efficient, easy to maintain, and environmentally-conscious designs as a significant component of each project. We will investigate all sustainability options, including utilizing low-energy LED lighting products, incorporating water conservation design solutions, day lighting harvesting, utilizing low-flow plumbing fixtures, and high SEER air conditioning equipment.

"Your firm's contribution on one of the City's most important projects, was most appreciated and highly valued. The City Council and City Staff are genuinely grateful for the excellent work performed by IDS and the professionalism exhibited throughout. Without hesitation, The City would highly recommend IDS to any agency or entity seeking similar services."



Max Maximous, P.E.  
Public Works Director/City Engineer  
City of Rancho Santa Margarita

### Financial Statements

IDS is in good standing, maintains a satisfactory record of performance, and has had no blemishes to its professional reputation. There are no conditions that would impede our ability to provide professional engineering, design and project management services for the City of California City Premanufactured Metal Building project.

We consider our financial information proprietary, and have included our latest balance sheet and Duns & Bradstreet Report in a separate sealed envelope and marked "Confidential".

### Relevant Project Examples

IDS has designed numerous prefabricated buildings for public agencies throughout Southern California. For the purposes of this proposal, we have provided project profiles in line with the goals of the City of California City. Examples of recent projects similar to the City's project are included in the following pages. Select projects are accompanied by Letters of Recommendation.

#### Lake Skinner Maintenance and Operations Building, Winchester, CA

The 300-acre Lake Skinner Recreational Area offers visitors expansive natural vistas and invigorating recreational opportunities, including both RV and tent camping, picnicking, hiking, horseback riding trail, boating, sailing, and fishing. It is also the home of the annual Temecula Valley Wine and Balloon Festival. The Recreation Area is managed the Riverside County Regional Park and Open-Space District (RivCoParks). The 14,000-acre West Riverside Multi-Species Reserve (MSR) adjoins the Recreation Area and the Recreation Area also serves as the base of operation for the MSR.

The new-construction Maintenance and Operations Building (M&O Building) will be shared by the Lake Skinner Park Ranger staff and the MSR staff. The 9,471 SF building will provide office space, a conference room with

**Duration:**

1/2016 - ongoing

**Client Reference:**

Riverside County Regional Parks  
and Open Space District  
Mr. Keith Herron, Resource  
Bureau Chief  
714.738.6575  
[kherron@rivcoparks.org](mailto:kherron@rivcoparks.org)

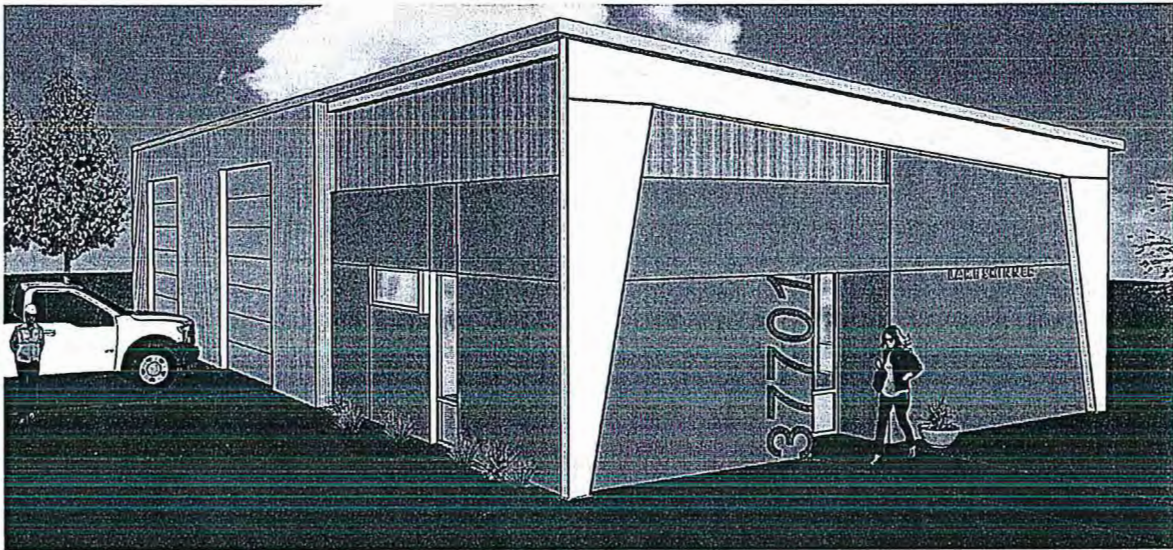




kitchenette and restroom, staff locker rooms, vehicle and equipment maintenance bays, storage rooms, and workshop areas. Site improvements will include parking for 35 vehicles, and a 5,048 equipment storage yard.

Design of the M&O Building will foster collaboration and communication between Park staff and MSR staff while insuring that the discrete missions and organizational structure of the two programs are served.

While not intended as a visitor center the facility will be able to advance the mission of both programs by hosting meetings and small conferences. Design of M&O Building will honor the beautiful natural setting by being "of the land" and not "on the land."



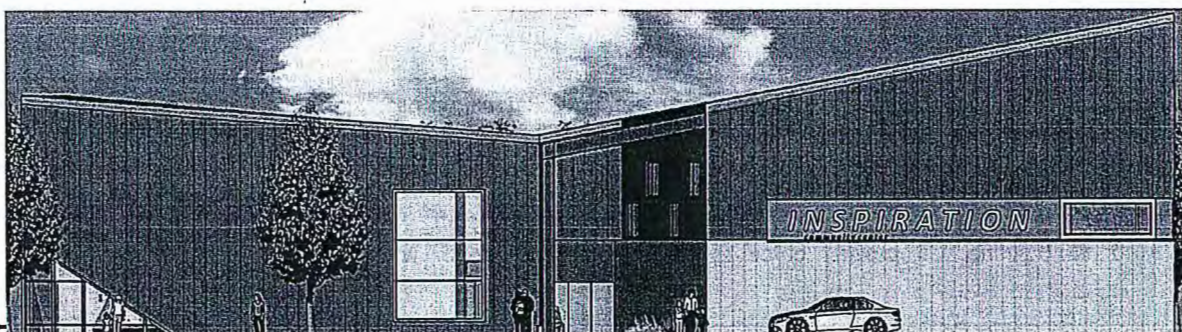
Final plans and renderings are located on the following pages..

### Inspiration Community Center, Downey, CA

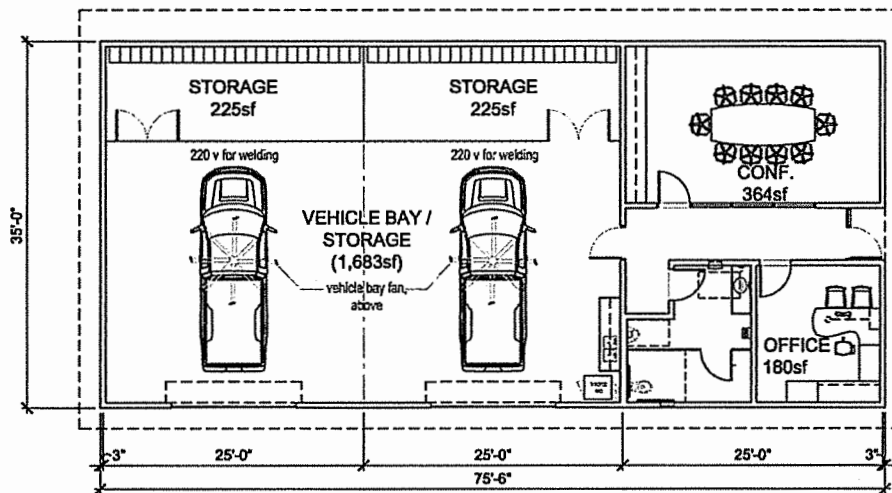
Located in an existing park – honoring the City of Downey's past avionic history - the Inspiration Community Center was sited adjacent to the Columbia Memorial Space Center (CMSC) to create a sense of synergy between the two structures.

While at a prior firm, our project manager, Michael Cecconi, AIA, designed this 16, 120 sf structure to address two specific needs: 1) provide a large flexible space to support a series of community programs and 2) house a full-size wooden space shuttle mock-up.

A metal building system was selected as homage to the former aeronautical factory that once occupied the site as well as for its ability to provide large uninterrupted interior spaces. The volumetric of the building not only echoes the artifact contained inside, but also makes reference to the CMSC - its sister building.







## LAKE SKINNER - MSR / MAINTENANCE BUILDING

floor plan



project address: Lake Skinner County Park  
37701 Warren Road  
Winchester  
California 92596

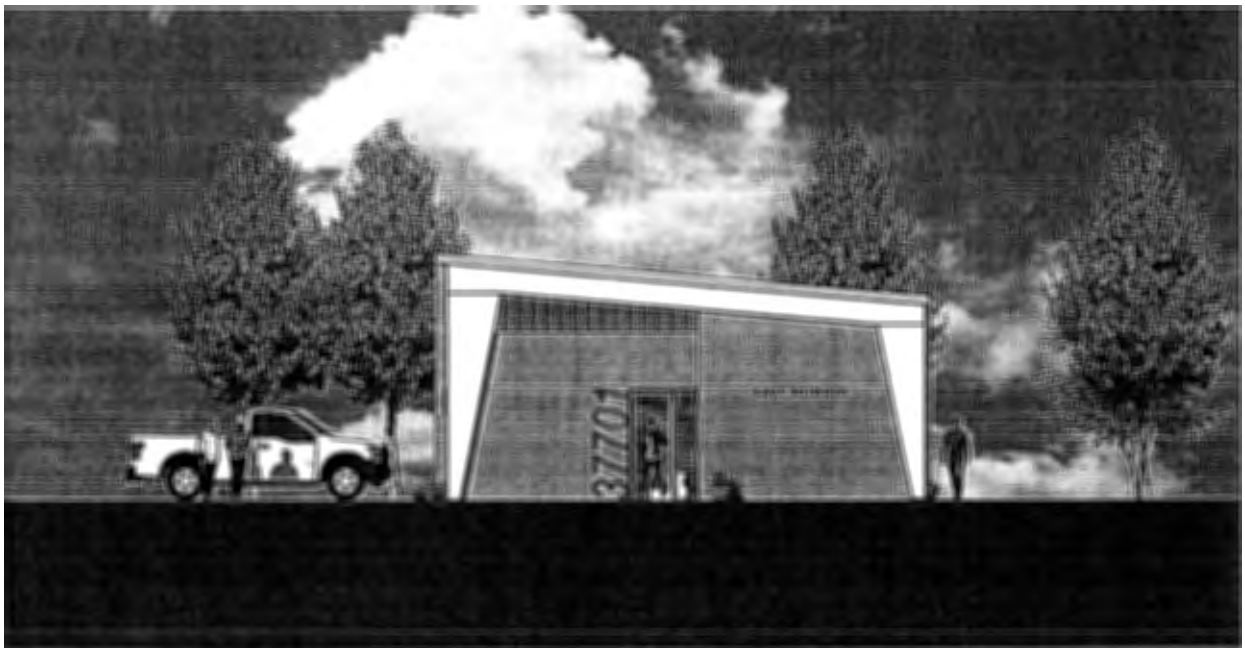
date: 7.11.2016

project no. 15X021.00

scale: 1/8" = 1'-0"

0' 2' 4' 8' 16'

**IDS**  
IDS GROUP  
1 Penn Center Plaza, Suite 100, Irvine, CA 92614  
TEL: 949.453.1000 FAX: 949.453.1002



## LAKE SKINNER - MSR / MAINTENANCE BUILDING



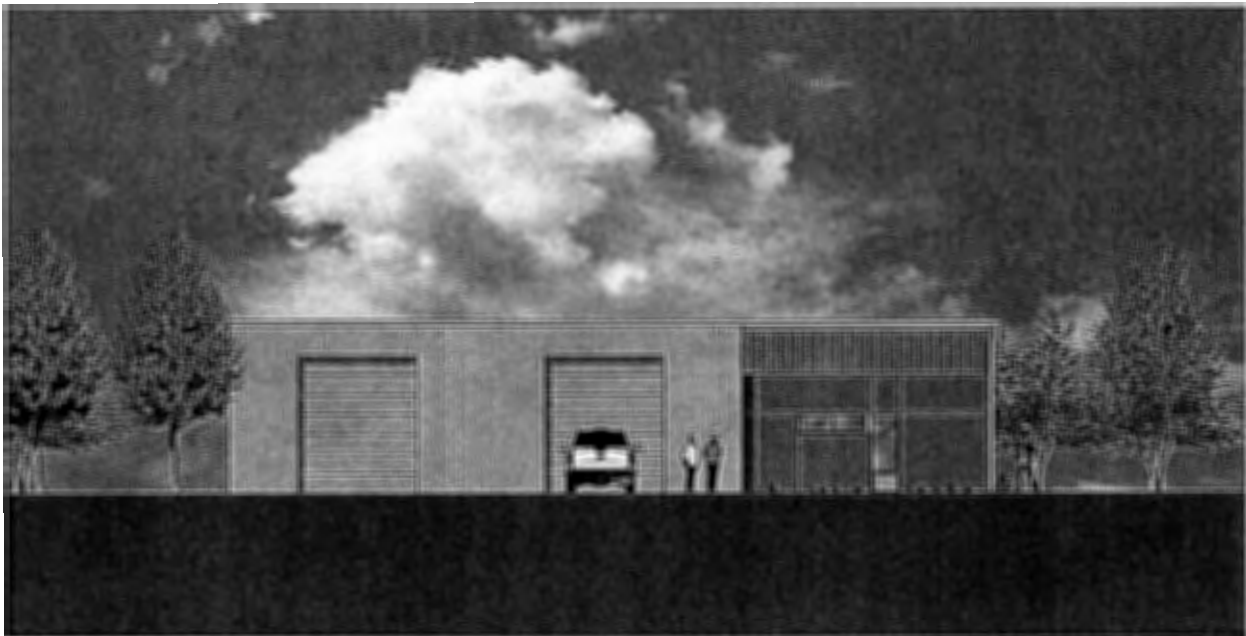
project address:  
Lake Skinner County Park  
37701 Warren Road  
Winchester  
California 92506

date: 7.28.2018

project no. 15X021.00

scale:





## LAKE SKINNER - MSR / MAINTENANCE BUILDING

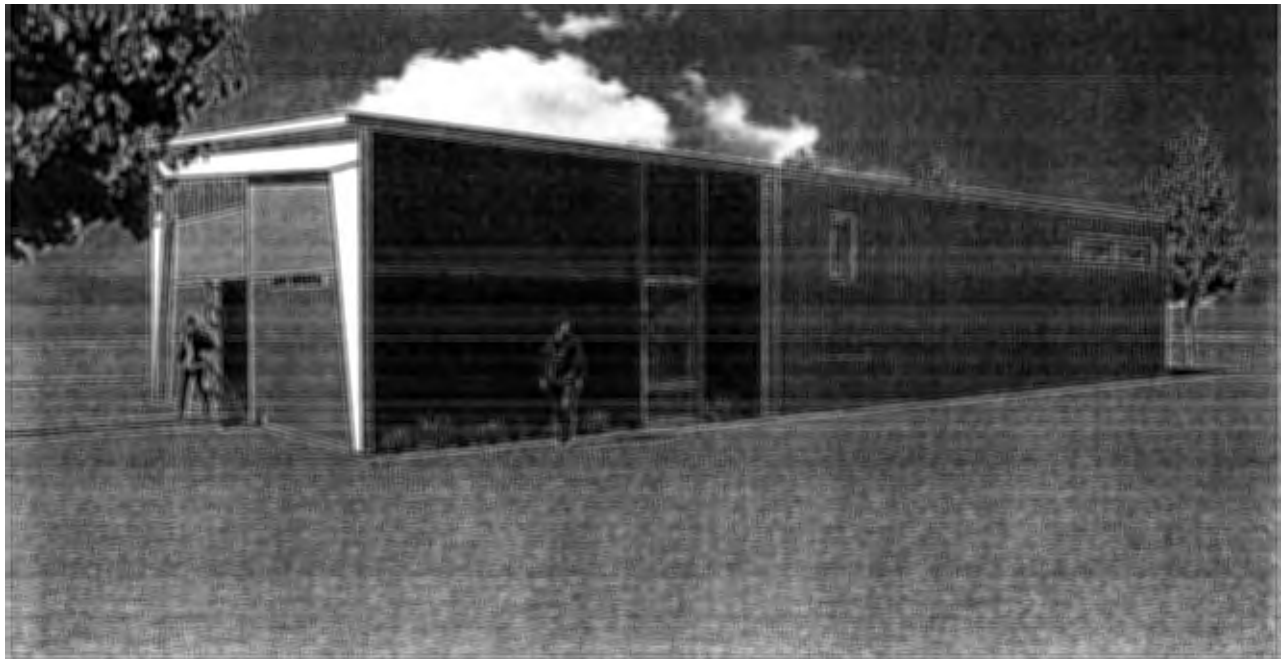


project address:  
Lake Skinner County Park  
37701 Warren Road  
Winchester  
California 92396

date 7.28.2016

project no. 15X021.00  
scale:





## LAKE SKINNER - MSR / MAINTENANCE BUILDING



project address:  
Lake Skinner County Park  
37701 Warren Road  
Winchester  
California 92590

date 7.28.2016

project no. 10X021.00

scale:





### Lower Shadow Oak Park Restroom and Parking Lot for the City of West Covina, West Covina, CA

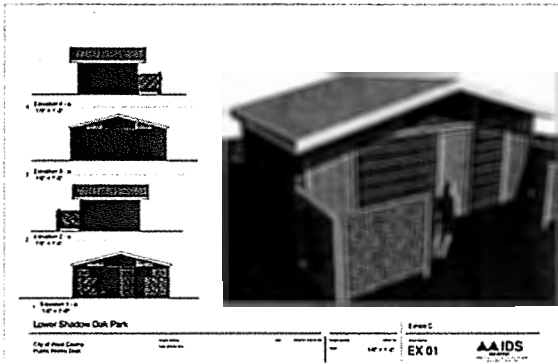
IDS is provide design and engineering services to construct restroom and parking lot facilities including ADA compliance access connections, and all appurtenant work, between these facilities.

The scope of work includes a parking lot with ground bollards and ADA parking stalls; a prefabricated restroom facility; ADA compliance walkways connecting the parking lot, lower park and restroom facilities; above ground

**Duration:**  
1/2015 - ongoing

**Client Reference:**  
City of West Covina  
Ted Rigoni, Project Manager  
1444 W. Garvey Avenue S.  
West Covina, CA 91790.  
626.939.8425  
[Theodore.rigoni@westcovina.org](mailto:Theodore.rigoni@westcovina.org)

and pole-mounted ADA compliant safety lighting tied into the existing electrical system and covering the parking lot and access to the power park facilities. Additional design services include utility relocation; retaining walls, drainage improvements, curb and gutter, and cross gutter improvements.



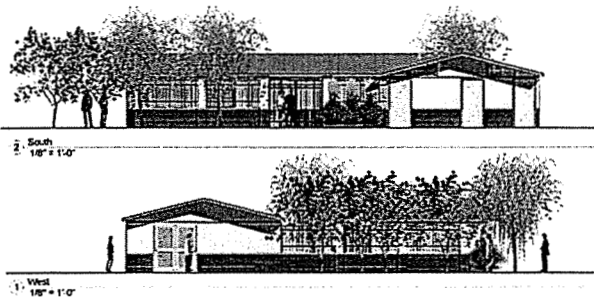
### Prefabricated Restroom and Community Room Building at Finkbiner Park, Glendora, CA

IDS Group is providing design and construction review for the installation of a prefabricated Restroom and Community Room Building to be located at Finkbiner Park in the City of Glendora. Construction will require the demolition of a single family home and detached garage. The site work will include grading. Cullen Street, where the park is located, and the adjoining curbs/gutters, sidewalks, and storm drains will be protected and/or repaired as necessary.

**Duration:**  
1/2016 - ongoing

**Client Reference:**  
City of Glendora Community  
Services Department  
La Shawn Smalle- Butler,  
Community Services Director  
626.914.8228  
[lsbutler@cityofglendora.org](mailto:lsbutler@cityofglendora.org)

Design and construction drawings for utility connections to the prefabricated building including, phone and data, will be required. The Restroom and Community Building will be required to comply with building codes and the path of travel connections to the building must comply with Americans with Disabilities (ADA) law as set forth in the California Building Code.



### Town Square Park Prefabricated Buildings and Clam Shell Amphitheatre, Murrieta, CA

IDS is providing architectural and engineering design services to construct three prefabricated buildings (storage, performers changing rooms, and restrooms) along with utility service connections. Other improvements include constructing a clam shell amphitheater structure over the existing stage, install a lighting and sound system to compliment the clam shell and amphitheater stage, implement a technology plan to provide complimentary wifi access throughout the park, replace and upgrade the existing light fixtures around the park, and rehabilitate an existing well, install a pump, and construct a distribution system to irrigate the park.

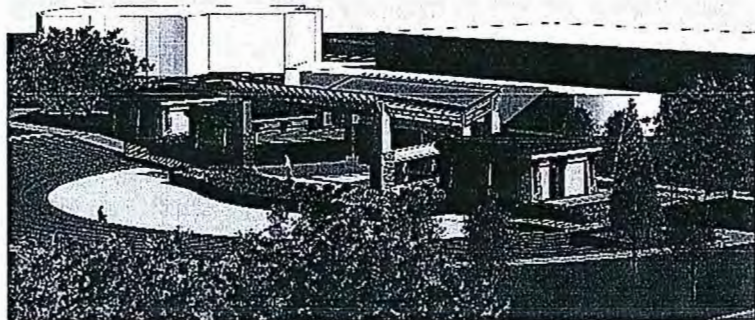
**Duration:**  
7/2016 - ongoing

**Client Reference:**  
City of Murrieta  
Bob Kast, Project Manager  
951.461.6115  
[RKast@MurrietaCA.gov](mailto:RKast@MurrietaCA.gov)





The goal of the project is to provide the City with a comprehensive set of plans and specifications to facilitate the construction of the new clamshell structure. This includes lighting, sound systems, security systems, wireless communication systems, foundations for the prefabricated buildings, lighting along the walkways of the park, the renovation of the existing well, and landscape improvements: This is an effort that will require the collaboration of multiple technical disciplines: Architecture, Landscape Architecture, Structural Engineering, Electrical Engineering, Civil Engineering, Mechanical Engineering, Plumbing Engineering and Land Surveying.



#### **Audie Murphy Ranch Park Prefabricated Restroom, Menifee, CA**

IDS prepared site improvement plans to support the City of Menifee's goal of constructing a prefabricated restroom within the park in close proximity to the skate boarding facilities to better serve the patrons of the park. The project scope included land surveying, electrical engineering, and civil engineering design. The survey crew conducted a topographic survey of the site and our office survey staff prepared a base map drawing for the civil and electrical engineering design teams to use in preparing their design plans. IDS also prepared electrical and civil engineering plans: power and electrical routing, domestic water utilities, private on site sewer, public off site sewer design, grading and drainage, foundation design, and hardscape improvements.

**Duration:**

7/2017 - ongoing

**Client Reference:**

City of Menifee  
Joe Solano, Project Manager  
951.723.3756  
jsolano@cityofmenifee.us

#### **Fullerton Museum Center – Installation of an Exhibit Display System, Fullerton, CA**

The City converted its WPA-era library to use as a museum. The Library is on the National Register of Historic Places, and all changes must adhere to the Secretary of the Interior Standards for Historic Places.

The main reading room serves as the gallery space. The reading room is well suited for this use given its volume and natural light high streaming in from high on the walls. But the room offer limited display space and no ability to carve the room into smaller spaces. The Exhibit Display System needed to address these deficiencies in a manner that was flexible as shows changed every 3-5 months. The work also needed to be done quickly between two

**Duration:**

7/2017 - ongoing

**Client Reference:**

Fullerton Museum Center  
Dannielle Mauk, Museum  
Director  
714.738.5332  
DannielleM@ci.fullerton.ca.us



shows and on a very limited budget.

Three design strategies offering different ways to achieve flexibility – “Atomic,” “Business as Unusual,” and “Raised Grid” – were presented to the Museum. “Business as Unusual” was select and built. While the least flexible of the three options it has proven very flexible, offering a great setting for numerous exhibits.



## Letters of Recommendation



**CITY OF GLENDORA** CITY HALL

(626) 914-8200

116 East Foothill Blvd., Glendora, California 91741  
www.ci.glendora.ca.us

June 21, 2017

**Subject: City of California City RFP to Provide Architectural & Engineering Services**

Dear Members of the Selection Committee:

Please accept this letter recommending IDS Group, Inc. (IDS). IDS was retained by the City of Glendora to provide design and construction review for the installation of a prefabricated Restroom and Community Room Building to be located at Finkbiner Park in the City of Glendora.

IDS prepared design and construction drawings for grading, site improvements, and utility connections to the prefabricated building including sewer and water (domestic and fire). The Restroom and Community Building complies with Americans with Disabilities (ADA) law as set forth in the California Building Code. This project is currently in the construction phase and IDS was an integral part in overcoming unexpected challenges that have been encountered.

It has been a great pleasure working with IDS which has proven to be an excellent team player. They complete their tasks in a professional manner while being successful in implementing our goals and objectives.

In closing, based on my experience working with IDS, I recommend their firm to other local agencies. Please do not hesitate to contact me with any questions.

Contract Start Date: 11/2015

Contract End Date: Project is in construction

Sincerely,

Dave Davies, Director of Public Works  
City of Glendora  
116 E. Foothill Boulevard  
Glendora, CA 91741  
626.852.4868

PRIDE OF THE FOOTHILLS



## City of California City

Engineering and Architectural Services for a New 6,000 Square Foot Premanufactured Metal Building



**Inland Empire Utilities Agency**  
A MUNICIPAL WATER DISTRICT

6075 Kimball Avenue • Chino, CA 91708  
P.O. Box 9020 • Chino Hills, CA 91709  
TEL (909) 993-1600 • FAX (909) 993-1983

[www.ieua.org](http://www.ieua.org)

June 21, 2017

City of California City  
21000 Hacienda Blvd  
California City, CA 93505

**Subject: City of California City RFP to Provide Architectural & Engineering Services**

Dear Members of the Selection Committee:

Please accept this letter recommending IDS Group, Inc. (IDS). IDS was retained by the Inland Empire Utility Agency to provide professional engineering services to prepare plans, specifications, and estimate (PS&E) for the new chlorination facility and tenant improvements to the existing Maintenance Building at Regional Water Recycling Plant No. 4 (RP-4) in the City of Rancho Cucamonga.

IDS designed the chlorination facilities, storage tanks, pump metering system, and chlorination piping network to deliver chlorine at strategic points around the RP-4 treatment plant. As part of the project, IDS also designed tenant improvements to convert a section of the existing Maintenance Building to a conditioned office space complete with an employee locker room and showers.

It has been a great pleasure working with IDS which has proven to be an excellent team player. They complete their tasks in a professional manner while being successful in implementing our goals and objectives.

In closing, based on my experience working with IDS, I recommend their firm to other local agencies. Please do not hesitate to contact me with any questions.

Contract Start Date: 6/2015

Contract End Date: Project is in Construction

Sincerely,

**Adham Almasri, Project Manager**  
Inland Empire Utility Agency  
6075 Kimball Ave  
Chino, California 91708  
(909) 993-1462

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**Water Smart – Thinking in Terms of Tomorrow**

Steven J. Elie  
President

Michael E. Camacho  
Vice President

Jasmin A Hall  
Secretary/Treasurer

Paul Hofer  
Director

Kati Parker  
Director

P. Joseph Grindstaff  
General Manager





CITY OF MENIFEE

June 28, 2017

Subject: City of California City RFP to Provide Architectural & Engineering Services

Dear Members of the Selection Committee:

Please accept this letter recommending IDS Group, Inc. (IDS). IDS was retained by the City of Meniffee to provide professional engineering services to prepare plans, specifications, and estimate (PS&E) for a prefabricated restroom structure at the Audie Murphy Ranch Sports Skate Park.

IDS is designing a pre-fabricated restroom structure next to the current Skate Park, to provide additional convenience to the Skate park users. The additional restroom facility shall be a concrete block building that ADA code compliant with built-in proprietary vandal resistant components. With its small overall footprint it utilizes natural ventilation and is easily maintained with non-absorbent concrete floors and concrete block walls.

It has been a great pleasure working with IDS which has proven to be an excellent team player. They complete their tasks in a professional manner while being successful in implementing our goals and objectives.

In closing, based on my experience working with IDS, I recommend their firm to other local agencies. Please do not hesitate to contact me with any questions.

Contract Start Date: 1/11/17

Contract End Date: Project Currently In Construction

Joe Solano, Park Landscape Superintendent  
City of Meniffee  
29995 Evans Road  
Meniffee, CA 92586  
(951) 723-3756



## Section III: Credentials/Resumes

### Key Staff

Our Project Team consists of a Principal Architect, a Project Manager, and project leaders for mechanical/plumbing, electrical, civil, and structural engineering. IDS' **Principal Architect, Mr. John Silber, AIA**, is the primary point-of-contact for the City. Mr. Silber, AIA has over 35 years of experience and is an active member of the architectural and urban design community of Southern California. John's work has covered a broad range of urban projects, including several in areas of special interest, showcasing the link public education creates between culture and economic vitality. He is currently serving on the Planning Commission of the City of Fullerton.

Mr. Silber will be responsible for the technical adequacy and design of the project. Additionally, John will ensure that the project stays on schedule and within budget by managing staffing hours and expenses, comparing these expenditures with the proposed budget and approved work scope - project architects and engineers will report directly to John. This chain-of-command allows IDS to maximize effectiveness and efficiency and ensure that assignments are completed on time, within budget, and are of defensible quality.

Our organizational chart shows the project team, including key and support staff, their project roles and how all members will work through Mr. Silber to communicate with the City. Resumes for Mr. Silber, key and support staff are included within this section.

**Peter Gambino, PE, PLS, QSD, IDS' Project Manager** will identify design solutions, recommend architectural patterns, application frameworks standards for solutions development, and ensure continuity of architecture decisions during implementation.

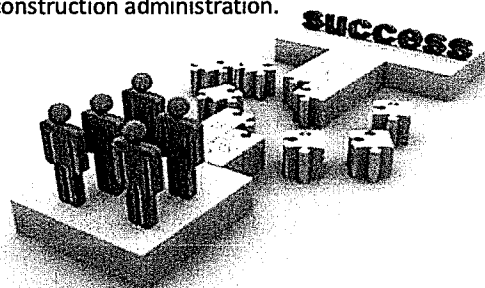
**Said Hilmy, PHD, SE, LEED AP, QA/QC Manager**, has over 29 years of experience in engineering design and analysis and project management with strong expertise in the design and upgrade of steel, concrete, and wood structures. Recognized for his knowledge of code developments and seismic retrofit, Dr. Hilmy has worked on more than \$3 billion engineering projects and was awarded the prestigious "**James E. Ballinger Engineer of the Year**" honoring his many years of dedication to the building industry,

Our **Civil Engineer, Thom Lambertson, PE**, is a seasoned civil engineer with proven experience on similar assignments. Mr. Lambertson will manage the civil team from concept to fully operational status through sound knowledge of engineering principles, practices and techniques, as well as industry standards and all applicable codes.

IDS' **Structural Engineer, David Pomerleau, SE**, over 25 years of experience in the field of structural design and assessment will work with the IDS team to identify design solutions to ensure the City's vision.

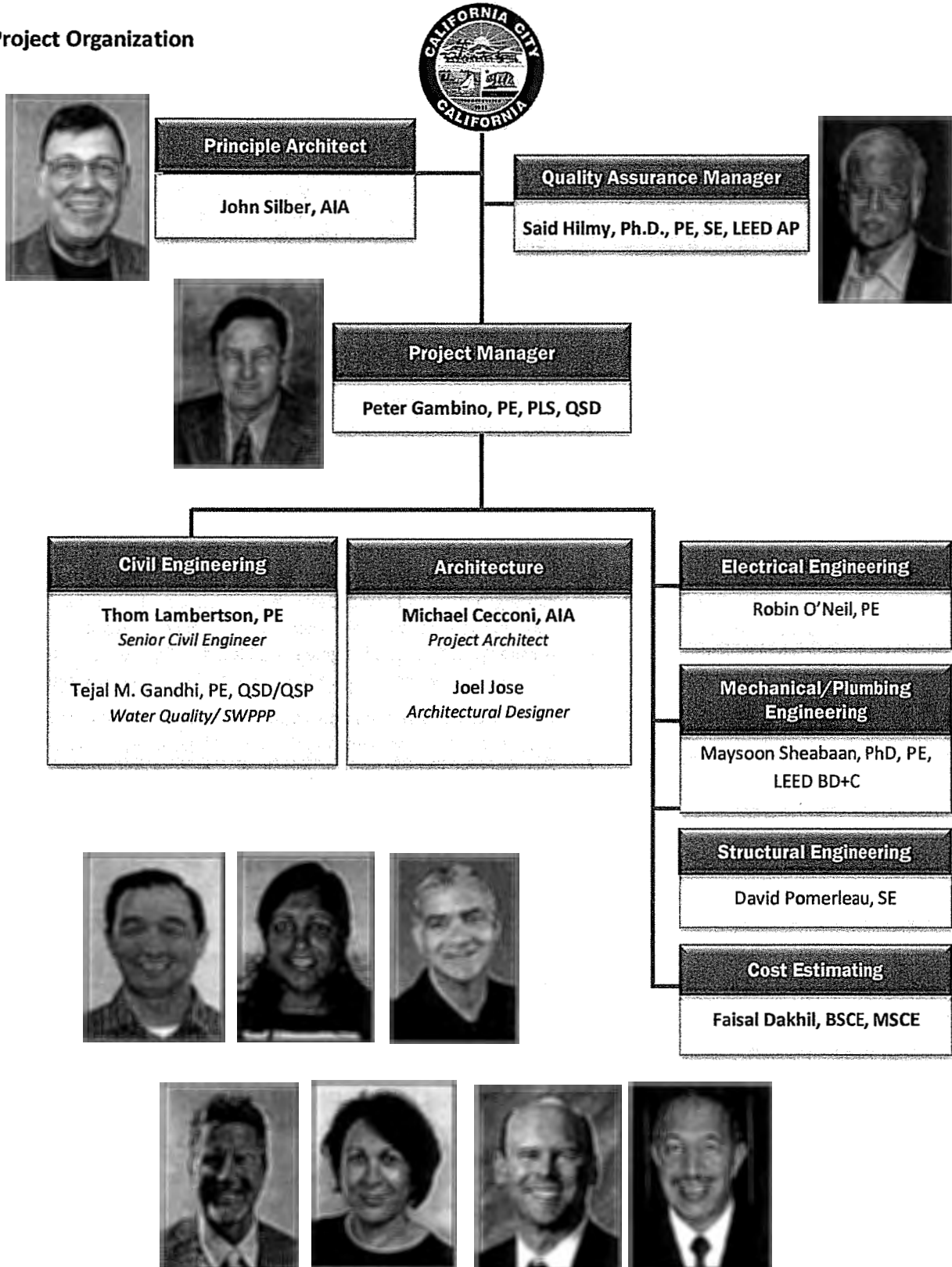
**Rob O'Neil, PE** responsibilities will include schematic design, design of construction drawings, load and energy standards (Title 24) calculations, review of shop drawings, as well as plan check approvals and other compliances and monitor activities implemented to meet schedule and budget requirements.

**Maysoon Sheabaan, PhD, PE, LEED BD+C, Mechanical/ Plumbing Engineer**, responsibilities will provide Mechanical/ Plumbing design, process systems design and, construction administration.





## Project Organization





## Key Personnel Resumes



### Location/Contact

1 Peters Canyon Road, Suite 130  
Irvine, CA 92606  
(949) 387-8500 ext. 154

### Professional Credentials

Professional Architect:  
CA (#15573)

### Education

Masters of Architecture,  
Southern California Institute of  
Architecture

### Professional Affiliations

American Institute of Architects  
(AIA)

## John Silber, AIA

Architectural Manager

Recipient of the American Institute of  
Architects Orange County Honor Award 2012  
and the Urban Land Institute 2014 Global  
Awards for Excellence Competition.

### Summary of Qualifications

Mr. Silber is an award-winning architect covering a broad range of urban projects, including a number in areas of special interest, such as the link public education creates between culture and economic vitality. He has mastered the interface between community design expectations, urban in-fill architecture, and modern code standards for fire/life safety, energy, and accessibility. John has been an active member of the architecture and urban design of Southern California.

### Selected Project Experience

**Town Square Park New Buildings and Clam Shell Amphitheatre:** Principal Architect responsible for the design of three buildings (storage, performers changing rooms, and restrooms) and a clam shell amphitheater structure over the existing stage. Improvements also include lighting, sound systems, security systems, wireless communication systems, foundations for the buildings, lighting along the walkways of the park, the renovation of the existing well, and landscape improvements: This effort required the collaboration of multiple technical disciplines: Architecture, Landscape Architecture, Structural Engineering, Electrical Engineering, Civil Engineering, Mechanical Engineering, Plumbing Engineering and Land Surveying.

**Prefabricated Restroom and Community Room Building at Finkbiner Park, Glendora, CA:** As principal architect Mr. Silber is responsible for design and construction review for the installation of a prefabricated Restroom and Community Room Building.

**Lower Shadow Oak Park Prefabricated Restroom and Parking Lot Facilities, West Covina, CA:** As principal architect Mr. Silber is responsible for the design of new restroom and parking lot facilities including ADA compliant access connections, and all appurtenant work, between these facilities.

**Lake Skinner Maintenance and Operations Building, Winchester, CA:** Principal Architect/ Project Manager. Design of the M&O Building will foster collaboration and communication between Park staff and MSR staff while insuring that the discrete missions and organizational structure of the two programs are served.

**Renovation and Modernization of Restroom #9 Building at Irvine Regional Park, Orange, CA:** As principal architect Mr. Silber is responsible for the design of the renovation and modernization of the Restroom #9 building. The goal of the project is to re-purposing the empty storage rooms to restroom function so the use of toilets are organized as uni-sex single accommodation spaces, each accessed by a door with occupied/unoccupied flagged privacy latch door hardware.



## **Peter Gambino, PE, PLS, QSD**

*Project Manager/ Civil Engineer*

### Summary of Qualifications

Mr. Gambino's breadth of expertise in municipal public works projects allows him to identify the key factors to successful delivery of the project. Peter develops a scope-of-services that is tailored to each specific project; he coordinates and work closely with other professionals to provide high quality, cost-effective and practical engineering solutions

### Selected Project Experience

#### **Community Room Building Restroom and at Finkbiner Park, Glendora, CA:**

Project Manager responsible for staff production of topographic survey base mapping, grading, drainage, and storm water quality reports for the construction of modular restroom and community services buildings. The community building and restroom will comply with building codes and the path of travel connections to the building must comply with Americans with Disabilities (ADA) law as set forth in the California Building Code.

#### **Lower Shadow Oak Park Restroom and Parking Lot Facilities, West Covina, CA:**

Project Manager responsible for staff production of topographic survey base mapping, grading, drainage, ADA compliant walkways, and storm water quality reports. Also responsible for managing other project disciplines: electrical engineering design of the parking lot lights, and the architectural design of the restroom building.

#### **Renovation and Modernization of Restroom #9 Building at Irvine Regional Park, Orange, CA:**

Managed the design effort to reconstruct the parking lot and walkways to facilitate handicap compliant parking stalls and a path of travel to the restroom facilities.

#### **Scott Avenue Self Storage, Whittier, CA: Development of preliminary,**

**schematic, and final designs for on-site civil improvements.** Prepare civil construction documents for horizontal control, grading, drainage, erosion control, and wet utilities to facilitate the construction of a new building. Manage topographic survey map production and construction layout staking.

#### **San Diego Creek Bike Trail Lighting Improvements: San Diego Creek to Culver, CIP 341302, Spectrum to I-405 CIP 341501 and I-405 to Culver CIP 322920, City of Irvine, CA:**

Project Manager for the development of Conceptual and Final Engineering Plans, Survey Documents, and Exhibits for the trail lighting. The plans included the proposed fixtures, photometric lighting study, fixture counts & cut sheets, meter, pedestal, and distribution circuitry.

### **Location/Contact**

1 Peters Canyon Road, Suite 130  
Irvine, CA 92606  
(949) 387-8500 ext. 506

### **Professional Credentials**

Professional Civil Engineer: CA  
(#C55577)

Professional Land Surveyor: CA  
(PLS #7687)

Qualified SWPPP Developer  
(QSD)

### **Education**

Bachelor of Science, Civil  
Engineering, California State  
University, Long Beach, CA

### **Professional Affiliations**

California Land Surveyor's  
Association (CLSA)

American Public Works  
Association, (APWA)





**Location/Contact**

1 Peters Canyon Road, Suite 130  
Irvine, CA 92606  
(949) 387-8500 ext. 436

**Professional Credentials**

Licensed Architect: California (#C-30141)

**Education**

Master of Architecture, Syracuse  
University

**Michael Cecconi**

*Project Architect*

**Summary of Qualifications**

Michael has over 23 years of experience in architecture, his ability to transfer design intent into instructions for building is exemplary. His work has covered a broad range of civic and institutional projects and he brings extensive publicly funded project experience. His overall knowledge of all the many layers of building systems and ability to coordinate, denote, and manage creates a strong and complete project foundation. Michael will work closely with client representatives, professional consultants, approval agencies, and construction team.

Additionally, his interests include the education of future architects - he has served both as a member of the Orange Coast College Adjunct Faculty and as Co-Chair for the AIA Orange County Student Design Competition.

**Relevant Project Experience**

**Lake Skinner Maintenance and Operations Building, Winchester, CA:** Project Architect. IDS prepared a building program for a 9,471 SF building providing office space, a conference room with kitchenette, restroom, staff locker rooms, vehicle and equipment maintenance bays, storage rooms, and workshop areas.

**Inspiration Community Center Prefabricated Steel Building, Downey, CA:** Project Architect. Michael provided the design of this 16,120 s.f. metal building structure, which was designed to provide a large flexible space to support a series of community programs and house an exhibit space.

**Santa Monica Fire Station No. 3, Santa Monica, CA:** Project Architect. IDS reviewed the facility for accessibility and developed several options for removing barriers. Due to the layout of the outdated spaces, these improvements required modification of several spaces to provide accessibility and to better serve the Fire Station staff.

**Costa Mesa, Fire Station #4, Costa Mesa, CA:** Architect, Project Manager. Project involvement included responsibility for design and production for a renovation and upgrade to an existing Fire Station apparatus bay along with the creation of a new rescue vehicle storage building. The construction type for the apparatus bay addition is Type V with wood shear walls as the lateral resisting system. In addition to providing the needed space for new fire trucks, the new extension will house the SCBA bottle filling station.



## **Thom Lambertson, PE**

*Senior Civil Engineer*

### Summary of Qualifications

Mr. Lambertson is an accomplished civil engineer and manager with over 14 years of hands-on design, project management and construction management experience on a variety of traditional and specialized civil design, construction, and environmentally sensitive projects. He has designed, managed and provided QA/QC services on multiple site development, water resource, highway, structural, and environmental remediation projects.

Mr. Lambertson has been responsible for managing projects, providing overall staff supervision, resource allocation, work oversight, inspection, and client relations for select projects.

### Selected Project Experience

**Audie Murphy Skate Park, Menifee, CA:** Lead Civil Engineer responsible for coordinating and managing the production of plans and specifications to facilitate the placement of a prefabricated restroom building.

**Town Square Park, City of Murrieta:** Lead Civil Engineer responsible for coordinating and managing the production of plans for the planned \$3M worth of improvements throughout the park including: Structural Concrete, Amphitheater Structure, Restroom Facilities, Lighting, Grading, Drainage, Irrigation Well Rehab, and Utilities.

**Fire Training Center Utility Improvements, Santa Monica, CA:** Project Manager responsible for the developing construction documents for the water and sewer utility services for prefabricated buildings. Also responsible for the design and preparation of site improvement and grading plans.

**Aerospace Parking Lots, El Segundo, CA & Colorado Springs, CO:** Responsible for leading the effort to conduct an assessment of the dilapidated parking lot pavement at both facilities maintained by Aerospace, and developing a plan to grind, overlay, and replace the existing pavement. Also responsible for supervising plan preparation pertaining to striping, hardscape improvements, ADA walkways, and erosion control.

**ADA Path of Travel Compliance ARTIC/Angels Stadium Anaheim, CA:** Responsible for leading the effort to identify the deficient ADA path of travel between ARTIC and Angels Stadium. Also responsible for managing staff production of plans and specs for paving, walkways, and access ramps to remedy deficiencies. Provided CA services to the City of Anaheim by responding to contractor inquiries, RFIs, and attending project related meetings.

### **Location/Contact**

1 Peters Canyon Road, Suite 130  
Irvine, CA 92606  
(949) 387-8500 ext. 504

### **Professional Credentials**

Professional Civil Engineer: CA  
(C-69384)  
LEED Accredited Professional

### **Education**

Bachelor of Science, Civil  
Engineering, California State  
University, San Diego







**Location/Contact**

1 Peters Canyon Road, Suite 130  
Irvine, CA 92606  
(949) 387-8500 ext. 116

**Professional Credentials**

Professional Structural Engineer:  
CA (#S-3680)  
Professional Civil Engineer: CA  
(C-43988)  
LEED Accredited Professional

**Education**

Doctorate, Structural  
Engineering, Cornell University  
Master of Science, Structural  
Engineering, Cornell University

**Said Hilmy, PhD, PE, SE, LEED AP**

*Quality Assurance Manager*

**Summary of Qualifications**

*Recipient of the 2012 Engineer of  
the Year by OCEC*

Dr. Hilmy is an award-winning structural engineer specializing in the design and analysis and project management with strong expertise in the design and upgrade of steel, concrete, and wood structures. Recognized for his knowledge of code developments and seismic retrofit, Dr. Hilmy has worked on more than \$3 billion engineering projects and more than 200 seismic assessments and retrofit projects in California.

**Selected Project Experience**

**Prefabricated Community Room and Restroom at Finkbiner Park, Glendora, CA:** Quality Assurance Manager for the design and construction review for the installation of a prefabricated Restroom and Community Room Building to be located at Finkbiner Park in the City of Glendora. The community building and restroom will comply with building codes and the path of travel connections to the building must comply with Americans with Disabilities (ADA) law as set forth in the California Building Code.

**Renovation and Modernization of Restroom #9 Building at Irvine Regional Park, Orange, CA:** Quality Assurance Manager. The scope of work included a parking lot with ADA parking stalls; a restroom facility; ADA compliant walkways connecting the parking lot, lower park and restroom facilities; above ground and pole-mounted ADA compliance safety lighting tied into the existing electrical system and covering the parking lot and access to the power park facilities.

**Anaheim Stadium, Anaheim, CA:** Quality Assurance Manager. IDS surveyed and documented the existing conditions of the path of travel (POT) to identify deficient areas. The survey located improvements such as paving, curb and gutter, signage, and objects found along the POT such as fire hydrants, above ground utilities, street lights etc. Principal in charge of ensuring construction documents delivered to the City of Anaheim met the expectations of quality.

**Lower Shadow Oak Park Prefabricated Restroom and Parking Lot Facilities, West Covina, CA:** Quality Assurance Manager. IDS provided design and engineering services to construct a restroom and parking lot facilities including ADA compliance access connections, and all appurtenant work, between these facilities.





**Location/Contact**

1 Peters Canyon Road, Suite 130  
Irvine, CA 92606  
(949) 387-8500 ext. 427

**Education**

Master of Science, Civil  
Engineering, University of  
Southern California, Los Angeles,  
CA  
  
Bachelor of Science, Civil  
Engineering, University of  
Southern California, Los Angeles,  
CA

**Faisal Dakhil, BSCEE, MSCE**

*Cost Estimator*

**Summary of Qualifications**

Mr. Dakhil has over 30 years of pre-construction, construction management, and estimating experience in a wide spectrum of projects ranging in values from \$1 million to more than \$250 million. As Senior PM and Chief Estimator, Faisal has accumulated a long track record of successful jobs coming in under budget and on-time, resulting in substantial savings for the clients.

**Selected Project Experience**

**City Hall & BTRCC Building Improvements: Rancho Santa Margarita, CA. \$1.3M.** IDS performed an analysis, which included a detailed baseline Architect's Estimate of Probable Construction Cost (AEPCC). In the event that the baseline AEPCC exceeded the construction budget to a significant degree, IDS included an additional architectural services budget with the AEPCC so that the City can make a decision regarding budget with "all the cards face up on the table."

Faisal submitted an Architect's Estimate of Probable Construction Cost (AESPCC) and provided updates of the Estimate as a part of the 85%, 100% and final deliverables. The AESPCC included cost estimate for all contract bid items to successfully deliver the project. Quantity calculations were prepared and unit costs developed to prepare an accurate cost estimate. A cross reference check was provided to the City ensuring that each line item in the estimate is properly noted and described, including method of payment, with the contract specs.

**City Hall Access Improvements, La Cañada Flintridge, CA:** Cost Estimator. The City is in the process of performing a comprehensive evaluation of City-owned buildings and sites for compliance under the Americans with Disabilities Act (ADA). Based on the findings to date, the City has programmed to improve City Hall's first and second floor entrances to provide ADA compliant access to the public. The proposed project shall assess and implement modifications to provide parking and access to and between the building's first and second floors, ensuring compliance with current ADA code requirements.



**Location/Contact**

1 Peters Canyon Road, Suite 130  
Irvine, CA 92606  
(949) 387-8500 ext. 425

**Education**

Bachelor of Science, Electrical  
Engineering, Santa Barbara, CA

**Professional Credentials**

Professional Electrical Engineer,  
California (E18557)

Professional Electrical Engineer,  
Arizona (50904)

**Professional Affiliations**

State of California Board of  
Professional Engineers and Land  
Surveyors

Arizona State Board of  
Professional Registration

Illuminating Engineering Society,  
Orange County Section

Certified Engineering  
Technologist (C.E.T.) Ontario,  
Canada

**Robin O'Neil, PE**

*Senior Electrical Engineer*

Mr. O'Neil has over 30 years of Electrical Engineering experience in commercial, municipal lighting and utility infrastructure projects. His expertise encompasses conceptual planning through final design. He has managed design projects throughout California, Arizona, Nevada, and Texas.

Rob's background includes serving as the electrical project manager on multiple private and public agency projects. In this role, Rob collaborates with the in-house MEP team at IDS to deliver recommendations and deferred maintenance reports to his clients. Rob is also an industry expert in Title 24 Compliance, working with both clients and architects to educate them on the changes to the code effective January, 2017.

**Relevant Project Experience**

**Norris Hall Chemistry Lab, Occidental College, Los Angeles, CA:** Rob is Principal-in-Charge for the design and construction of a 35,000 sq. ft. of a three story with basement, laboratory building. The mechanical system consisted of Air-Conditioning units on roof and VAV / CAV boxes throughout the building areas to maintain the set criteria for controlling the air circulation, pressurization and required exhaust air for all chemical fume-hoods throughout the building.

**Nixon Presidential Library and Museum, Yorba Linda, CA:** Serving as the Electrical Project Manager, Rob worked with our MEP team to complete the feasibility review of this project and design upgrades to included new duct distribution throughout the renovation area with re-use of the existing air handlers. New digital controls with remote sensors provided optimum climate control for each individual exhibit area. Linear diffusers were implemented to blend in with the architectural exhibit features.

**General Atomics Building, Building 27, San Diego, CA:** Serving as the Electrical Project Manager on this project, IDS provided a study of the existing mechanical and electrical systems and created a report with recommendations to upgrade building's HVAC system. The study included limited building load capacity, building ventilation system, and an energy analysis to enhance electrical consumption.

**Chaparral High School HVAC Upgrades, Temecula, CA:** Serving as the Principal-in-Charge, Rob worked with our MEP team for the upgrade of the HVAC and control system as well as optimized control strategies to reduce energy consumption for numerous buildings.



## **Maysoon Sheabaan, PhD, PE, LEED BD+C**

*Senior Mechanical Engineer*

### Summary of Qualifications

Dr. Sheabaan has extensive design experience in preparing HVAC, process systems design for diversified commercial, residential, mixed use, public buildings and institutional project, construction administration. Dr. Sheabaan also has experience in building system analysis, Energy performance and evaluation, sustainable design, value engineering, and technical survey and study. Maysoon has proficient knowledge in ASHRAE, NFPA Standards, IBC, IMC, LEED, Title 24, ASHRAE energy code, Energy modeling programs, E-20, and Trace 700 Suite programs, as well as AutoCAD and REVIT.

### Selected Project Experience

**Long Beach Gas & Oil Testing Facility Renovation, Long Beach, CA.** Long Beach Gas & Oil, the natural gas utility company for the city of Long Beach, retained IDS to renovate their 1970's gas meter testing facility on Spring Street. The 50,000 sf facility, consisting of administrative offices, locker rooms, testing labs and warehouse, required design services to renovate the aging facility to a new state-of-the-art facility.

The mechanical scope included demolition of the antiquated hydronic heating/cooling system and related ventilation equipment. The HVAC design provides 13 new rooftop packaged gas/electric AC units with gas heating for a total capacity of 45 tons. These units serve the office areas, conference and training rooms.

**General Atomics Building. 27, San Diego, CA.** IDS provided a study of the existing mechanical and electrical systems and created a report with recommendations to upgrade building's HVAC system. The study included limited building load capacity, building ventilation system, and an energy analysis to enhance electrical consumption.

### **Location/Contact**

1 Peters Canyon Road, Suite 130  
Irvine, CA 92606  
(949) 387-8500 ext. 432

### **Professional Credentials**

Professional Mechanical  
Engineer: CA (#M-34347)  
LEED Accredited Professional  
(BD+C) with specialty Building  
Design and Construction

### **Education**

Doctorate, Mechanical  
Engineering, Warsaw Technical  
University (1994)  
Master of Science, Mechanical  
Engineering, Warsaw Technical  
University (1989)

### **Professional Affiliations**

American Society of Heating,  
Refrigerating, and Air  
Conditioning Engineers (ASHRAE)





## Subcontractors

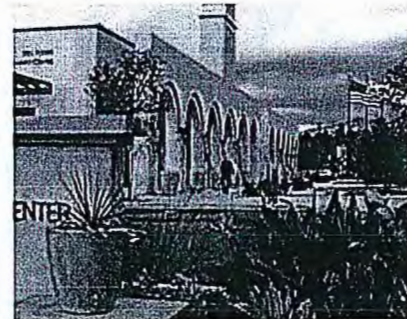
*Creating experiences, which connect people with their environments, worldwide.*

This is the design ideology inspiring the fourth decade of landscape architecture and site planning at NUVIS, a WBE/DBE/SBE professional services firm with offices in Orange County, Los Angeles, and the Bay Area, as well as Las Vegas, Nevada



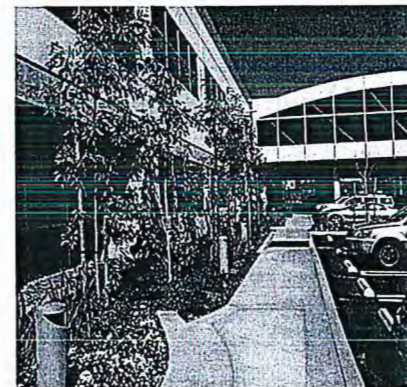
In collaboration with their private sector and public agency clients, NUVIS influences design solutions for:

- community living in master planned developments and resorts
- **public spaces, whether institutional or commercial**
- urban sustainability
- retail/entertainment complexes
- natural experiences on park lands and golf courses
- historical/cultural landscapes
- transportation corridors



NUVIS' goal is to create outdoor venues that exhibit a sense of place, opportunity for interaction, and dramatic results from texture, form, color, and pattern, inspiring people oriented experiences. They define this process as "image infrastructure" - the consistent use of a defined palette of material and elements, creating sequential scenes that impart a story as one travels into and through space(s).

As landscape architects, their team integrators, providing a broad knowledge base and leadership skills that facilitate project development as a composition, not a single component.





## Section IV: Project Approach, Work Schedule, Proposed Design Plan and Technology

### Project Understanding

IDS was present at the non-mandatory pre-proposal meeting on June 14, 2017 and discussed the project with the City representative. The following is our understanding of the City's goals for the new 6,000 square foot premanufactured metal building:

#### 1) City Budget and Project Estimate

- The City has procured approximately \$749,000 in grant funds.
- The total project (design/construction) was anticipated to cost a less than \$1 million.
- Cost efficiency is the primary factor of features, materials, and construction method. The City would be open to alternative ideas, especially if it led to a reduction in cost with little or no reduction in quality of use and maintenance.

#### 2) Building Use

- A schematic floor plan included in the RFP is a basis of design for the City's desired use and floor layout. But the City is open to other ideas for improvements
- Public Visitor/Information Center
  - One half of the building will service as a community center.
  - Fixtures in the public section of the building are desired to be long use/high use industrial type materials (e.g., stainless steel mirrors in restroom, automatic shut off faucets, etc.)
- Equipment Shop
  - The other part of the building will be for City staff use.
  - Fixtures in the City use portion of the building should be long use/economical materials (e.g., manual faucets, glass mirrors, etc.)
  - A maintenance bay, loft storage area, and break room/locker area are all desired portions of the City use section.

#### 3) Building Elements

- Prefabricated Vendor
  - Prefabricated metal buildings has been used by the City for recent projects, and has been the economical choice
    - ✓ Durobeam buildings were used in the past and they are essentially an exterior shell with the interior features, foundation, etc. designed and constructed on site.
    - ✓ The City is open to the use of other vendors, including manufacturers that also furnish (and design) interior features. Cost effectiveness is the primary motivating factor, but this is an option for us if it's preferable.
  - The new fire station that was built with a pre-fabricated metal structure that is similar to what the City is envisioning. The interior was designed and constructed separately.
- Interior framing:
  - Anticipated to be wood based on City's past experiences with quality/cost relationship.
  - City is open to alternative ideas or materials, but cost effectiveness is primary issue.

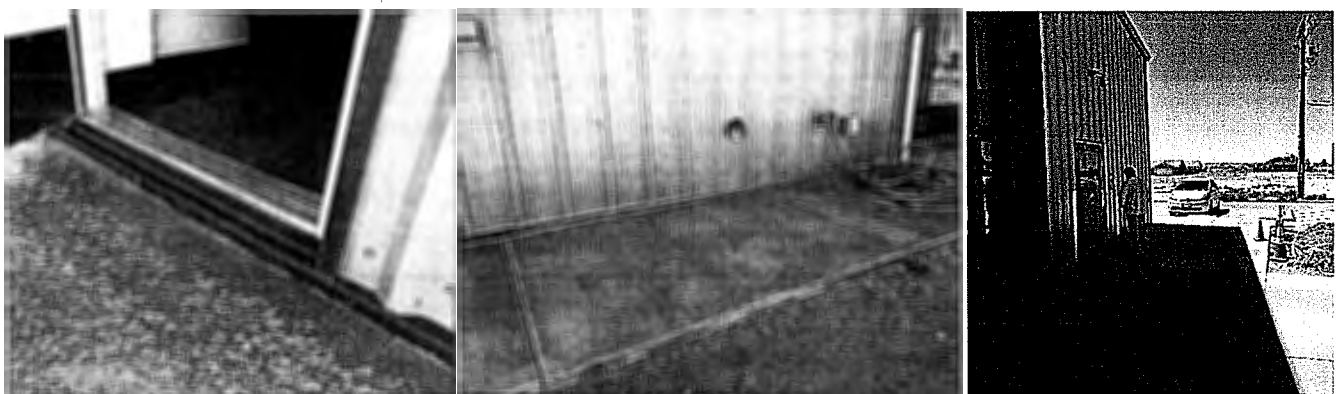




- City wants the interior to be designed and furnished so that it doesn't appear to be a prefabricated building (See fire station for example)
- ✓ Work shop bay can be more industrial in appearance (see fire station truck station for example) with concrete floor, and doesn't need framing on interior walls (pictures below provide an example).



- Foundation
  - Foundation can be through building manufacturer or designed by IDS.
  - City prepared foundation design on similar recent projects.
- LEED certification not required, but comply with Title 24. Grant money was already obtained and the City does not consider additional sources necessary for the extra cost likely to be incurred.
- HVAC and insulation to be provided. Work bay may not be required for AC/heat.
  - Heat will be electrical or from propane tanks. No gas service to the site exists.
- The building should have an exterior perimeter walkway, similar to the fire station.
  - The fire station finished floor was raised about an inch, however for driveway and ADA accessible doorways, the finished floor is flush with the exterior surface improvements (See pictures below).
  - This may be a feature we need to incorporate, but agreed it would be part of the design process.





#### 4) Utilities

- Water can be copper or PEX pipe (on smaller applications, ½" etc.)
- Sewer to be ABS pipe
- City has as-builts that will be provided, but most information will likely come from utility companies.
  - City will handle utility information requests and work with designer to determine what is needed.
- Electrical
  - An existing switchboard is at the site (pictured). City is checking to see on power availability (800 or 600 A)
  - An existing pole may also be a source (pictured)
  - LED lights preferred
  - City is flexible with what is used in design, but it needs to be code compliant.
  - Photometric analysis not required.
- No existing gas service. Propane tanks may be required.



#### 5) Parking

- A parking lot (dirt) exists. The building will be sited in what appears to be a large drive aisle. However, there used to be other structures there (See pictures).
- ADA spaces will need to be provided.
- City to explore whether ADA spaces that also provide eV service are needed. This may be part of a later scope of services.



#### 6) Fees

- City wants the proposal to be specific about how progress payments will be expected. I told Mr. Barragan that it'd probably be based on submittal level and he agreed.
- An optional item can be included for a soils report. City may provide one but said that if we have a better cost option, they could go with that instead.
- An optional item can be included for survey/title. City can provide but said that if we have a better cost option, they could go with that instead.



#### 7) Progress Submittals/Format and Software Licensing

- City will require full AutoCAD license (latest version) for 1 user.
- Printed plans to be on 24x36 paper
- Progress submittals only require 1 full size hard copy of plans and .pdf digital copy.
- Final submittal will require 2 full size hard copy of plans, .pdf digital copy, and final CAD drawing files.
  - No mylar copies required.





## 8) Miscellaneous

- The park can get busy and appears to be primarily for those who partake in desert activities like off-roading (bikes, dune-buggies, etc.).
- Other facilities exist at the site (see pictures)
- A State prison facility exists within 1.5 miles of the park (possible specifications/worker certification issues?)
- Community is growing.

IDS will undertake the project following the sequence of tasks below. Our methodology is an integrated approach encompassing City of California City's goals of engineering design through the development of the construction documents cost estimates, and construction administration services for the final design of new 6,000 square foot premanufactured metal building.

### Proposed Approach and Work Plan

The IDS approach provides to the City an integrated multi-discipline A&E that is comprehensive. We propose to use the most modern means of communications to bring a high level of communications between the City and the entire IDS project team.

#### Task 1: Project Kick-Off Meeting and Coordination

- The entire IDS Project Team will attend the Project Kick-off Meeting (via an online "GoToMeeting") with City staff and other stakeholders to discuss the overall goals of the project and firmly define the scope-of-work for the project. Items anticipated for discussion would include facility performance requirements, maintenance implications of designed infrastructure, project budget, schedule, and expectations of the consulting team. IDS will use this as an opportunity to determine a routine pattern of meetings that best work for City staff to further coordinate and monitor our progress. Lastly, our team will prepare meeting minutes for this meeting as well as all other.
- IDS will prepare meeting notes memorializing the discussion and direction received.



#### Task 2: Site Survey

- IDS Civil will complete a topographic and boundary survey of the site and create site base map.

#### Task 3: Schematic Design

- The IDS project team will prepare three schematic design alternatives for presentation to the City. The design alternatives will present different architectural approaches to achieve the project objectives. Designs will be documented in site and floor plans, building sections, and rendered elevation views. (In lieu of elevation views IDS may elect to present the design in digital 3D using software such as Revit or SketchUp or by hand sketches.) The designs will be refinements of the concept provided by the City in the RFP. Refinements will be those items identified during the Project Kick-Off Meeting.
- IDS will submit the three design alternatives to the City and review City comments/questions in a second "GoToMeeting" with the City.
- IDS will prepare meeting notes memorializing the discussion and direction received.
- IDS will refine the City's preferred design option based on the direction received and submit the preferred design option to the City for review and comment. Accompanying the design will be the Rough Order of Magnitude (ROM) professional opinion of likely construction costs.



#### **Task 4: Design Development**

- The IDS project team will prepare construction documents to 50% completion. The documents will include civil, landscape, architectural, mechanical (HVAC & Plumbing), and electrical drawings. Structural engineering drawings will be for any structural element not included in the pre-engineered metal building structure. Basis of design drawings and specifications for the pre-engineered metal building will be included as will an outline specification for balance of the building elements.
- IDS will submit the 50% construction documents set to the City for review. Accompanying the documents will be an updated Rough Order of Magnitude (ROM) professional opinion of likely construction costs.

#### **Task 5: 100% Construction Documents**

- The IDS project team will prepare construction documents to 90% completion and submit the same for City review. This will include the building permit plan check review process.
- The IDS project team will complete construction documents to 100%. This will include the drawings at "permit ready to issue" status, construction specifications including "basis of design/performance specifications" for the pre-engineered metal building.

#### **Task 6: Bid and Construction Phase**

- IDS will prepare responses to any bidders' Request for Information (RFI) concerning the documents prepared by the IDS project team.
- If requested by the City IDS will review bids received and provide comments from the design team addressing observed areas of concern.
- During construction IDS will make four visits to the site to observe progress of the work. As appropriate to the nature of the work in progress the person sent to the site will be either the project architect or an engineer.
- IDS will prepare responses to any contractors' Request for Information (RFI) concerning the documents prepared by the IDS project team.
- IDS will prepare as many as two Construction Change Directives at the request of the City.
- IDS will review the contractor's Request for Payment and any Change Order Requests.

#### **Task 7: Project Management including a Design Phase Meeting in the City of California City**

- The IDS Project Manager will track the progress of the project throughout the project and keep the City informed of that progress. When potential adjustments to schedule or scope are encountered the IDS Project Manager will inform the City, offer recommendations, and incorporate any adjustments the City elects to undertake.
- Design presentation meeting at the City: IDS has included one design presentation meeting in our proposal. The timing of this meeting will be as chosen by the City.

#### **Assumptions & Exclusions**

- Landscape Architect's scope of services limited to design of the site to a distance not more than 10' from the building perimeter. Additional landscape design service provided as additional services.
- Geotechnical (soils) report(s) by others retained by the city.
- Should an automatic fire sprinkler system be required IDS will provide a performance specification. Final design and permitting to be contractor design/build.
- Fire alarm and/or security alarm system design by other than IDS. IDS will locate devices in the construction drawings based on design mark-up plan provided to IDS by fire alarm and/or security alarm system designer(s).





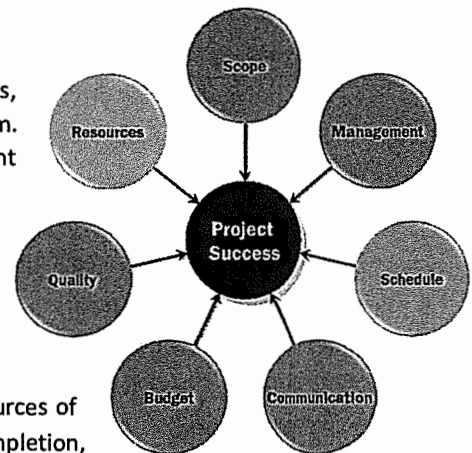
- Audio/visual system design and specifications by others. IDS will locate devices in the construction drawings based on design mark-up plan provided to IDS by the A/V system designers.
- Our proposal assumes that all utility infrastructure is located in the immediate vicinity of the new building.
- Design changes after Owner-approved of the design will be considered as additional services.
- Design changes after city approval will be considered as additional services.

### Managing Resources

Project communication begins with establishing project responsibilities, organizational structure and clear lines of reporting within the consulting team. Based on our experience in similar projects, we have developed a clear and efficient management procedure for our services.

Throughout, the Project Manager will be the City's single point-of-contact / responsibility for the overall contract. In addition, the Project Manager will:

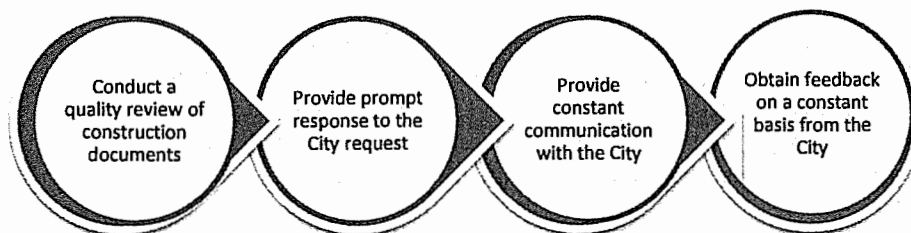
- Provide a licensed Engineer/ Architect with extensive related work experience and training in relevant engineering discipline.
- Ensure that the team is supported with the commitment of necessary resources of the firm(s) to respond to the project needs for a successful project completion, ensure that qualified professionals with a minimum of ten of related work experience be assigned for design review and design services respectively.
- Develop the project schedule and monitor the progress of the project through standing team meeting and monitor the review budget at various stages. Provide progress reports and facilitate the review of the work.
- Monitor the technical performance of the project team, ensure quality and consistency (QC), and ensure detection and resolution of project performance issues before they become problems.
- Ensure that the City is clearly informed of the progress and status of the project.
- Enhance working relationships of team members and the City.



IDS is a multidiscipline firm well positioned to meet the city's schedule- the civil, architecture, electrical, mechanical, plumbing, and structural, will be done in house, thus allowing the city to realize efficiencies that come with managing multiple disciplines under one roof.

### Quality, Budget and Schedule Control

#### Quality Control/ Quality Assurance (QA/ QC)





During IDS' 50+ years of consulting services, we have established the following goals, plan development and implementation methods for Quality Management. Our Quality Control/ Quality Assurance (QC/ QA) ensures the City that we will:

**Our goals include:**

- Quality Management in consulting operations
- Create constancy of purpose toward improvement of product and service
- Personal pride in work
- Error prevention over error catching
- Eliminate fear so that everyone may work effectively for the company
- Breakdown barriers between departments and disciplines- one common goal of client satisfaction
- Promote and reward teamwork
- Institute vigorous program of education and retraining

**Plan Development embraces:**

- An in-house Quality Assurance training program
- An in-house "Redicheck" inter-disciplinary coordination
- A "Peer Review"

**Our methods consist of:**

- Preparation of "Scope of Designated Services" document
- Perform Value Engineering throughout the project
- Follow CADD standards
- Follow standard format for specifications and follow specification "Check List"
- Follow "review and checking" procedures for all work guidelines provided by the City
- Follow written and oral communication procedures for Construction Observation services such as Field Report, Telephone Confirmation, RFI processing, etc.

*Our method and techniques employed on the projects will ensure all milestones and deliverables are consistently met within the City's expectations.*

**Implementation of Quality Management Plan includes:**

- Cooperative joint effort from everyone
- Principals set the direction of the project by hands-on involvement
- Directors of respective engineering departments are assigned as in charge individuals for the quality assurance
- Directors of engineers assigns quality control assignments to third party senior engineers in addition to the routine workload distribution
- Seek feedback from the City to identify areas of improvement and amend the review process accordingly

*Our Quality Assurance program will help achieve excellent service for the City.*

**Cost/ Schedule Control:**

Our team members pride ourselves on using cutting-edge technology to generate quality deliverables. High-technology tools are only effective if you understand their limitations. No one software application can be all things to all people. For that reason, our team maintains a library of the most popular cost control software applications, and more importantly, the people who know how to maximize their use.

Our standard software, planswift, provides the flexibility to quickly break out the itemized takeoff. This efficiency reduces the number of resources required to complete the takeoff for each project, and the program's area and zone functions allow the







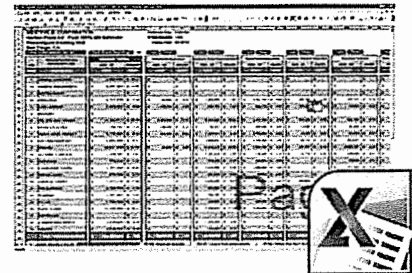
estimator to sort the takeoff into multiple breakouts with minimal efforts.

As design progresses, the more-detailed documents can be virtually overlaid over previous ones, and changes/additions are immediately visible on screen. This ensures that our estimates at logical milestones during design (SD, DD, CD, etc.), can execute the later levels of design faster and more accurately.

When tasked with value engineering on the same project, our team members will go back and modify the original takeoffs to determine the less expensive methods or materials to construct the project. The benefit with planswift is it allows the estimator to select the existing items and easily assign them to new or other existing conditions with the click of a button. Compared to manual takeoff, this saved numerous hours in the value engineering process

#### *Cost control Change orders challenges, issues and solutions:*

- **Be Proactive:** IDS strongly believes that the best way to handle problems is to anticipate them before they arise, whenever possible. We do this through careful and consistent project management and oversight, and through the knowledge and experience of our Project Managers.
- **Be Responsive:** When issues do arise, our policy is to address them immediately and to provide several choices for solution that will have the least impact to cost and deadline.
- **Team Approach/ Partnering:** Cooperative relationships with the involved parties are crucial to our ability to manage these issues quickly and to the full satisfaction of the OCSD.
- **Change Order Management:** Review, track, and make appropriate and timely recommendations on change order requests. Address justification for extra work or change items.



### **Project Schedule**

IDS anticipates the following schedule for the project. Upon award of the project, IDS will refine and tailor the project schedule as desired by the City. For the purposes of establishing a start date we have assumed a Notice-to-Proceed the day after the July 25, 2017 City Council meeting.

Notice to Proceed	July 26, 2017
Kick-off Meeting	August 1 <sup>st</sup>
Site Survey	August 3 <sup>rd</sup>
Schematic Design to "3 Options" Deliverables	August 1 <sup>st</sup> to August 15 <sup>th</sup>
City review	August 16 <sup>th</sup> to August 23 <sup>rd</sup>
Schematic Design refined to Preferred Option Deliverable	August 24 <sup>th</sup> to September 7 <sup>th</sup>
City review	September 8 <sup>th</sup> to September 22 <sup>nd</sup>
Design Development to 50% Construction Documents Deliverable	September 23 <sup>rd</sup> to October 27 <sup>th</sup>
City review	October 28 <sup>th</sup> to November 3 <sup>rd</sup>
Design to 90% Construction Documents Deliverable	November 4 <sup>th</sup> to November 28 <sup>th</sup>
City review	November 29 <sup>th</sup> to December 20 <sup>th</sup>
Design to 100% Construction Documents Deliverable	November 29 <sup>th</sup> to December 20 <sup>th</sup>
Bid & Contract Award	January 2, 2018 to February 13 <sup>th</sup>
Construction to Occupancy	February 15 <sup>th</sup> to June 1 <sup>st</sup>



## **Section V: Cost of Service**

On the following pages, IDS has included costs associated with the project, broken down by category of services, which is set for the entire term of any contract. Also included in this section is our schedule of hourly rates.



Task	Arch.	Struct.	Mech	Elect.	Civil	Landscape Arch.	Cost Estimating	Cost	Misc	Total Cost
Task 1: Project Kick-off & Coordinating	1,164				500			\$1,664		\$1,664
Kick-off Meeting & Documentation of same										
Task 2: Site Survey					6,050			\$6,050		\$6,050
Topographic & Boundary Survey										
Task 3: Schematic Design	11,648				1,650	1,500	1,572	\$16,370		\$16,370
3 Schematic Design Alternatives										
Consult with the City (GoToMeeting)										
Meeting documentation										
1 Refined Schematic Design & ROM Const. Cost. Estimate										
Task 4: Design Development	15,375	3,000	6,000	4,000	4,250		393	\$33,018		\$33,018
50% Construction Documents										
Review with City & Updated ROM Const. Cost Estimate										
Task 5: 100% Construction Documents	19,499	4,000	6,000	5,000	6,000	3,000		\$43,499		\$43,499
90% Construction Documents & City Review/Plan Check										
100% Construction Documents										
Task 6: Bld & Construction Phase	4,634	1,000	1,500	750	3,000			\$10,884		\$10,884
Response to Bid RFI's	474									
Review of Bids Received	170									
4 site visits during construction by Architect	2,000									
Response of Contractor RFI's	711									
2 Construction Change Directives	711									
Review of Contractor Pay App. & Change Order Requests	568									
Task 7: Project Management including Meeting at the City	3,352							\$3,352		\$3,352
Project Management	2,500									
Meeting at the City during Design Phase	852									
<b>Total Cost</b>	<b>\$55,672</b>	<b>\$8,000</b>	<b>\$13,500</b>	<b>\$9,750</b>	<b>\$21,450</b>	<b>\$4,500</b>	<b>\$1,965</b>	<b>\$114,837</b>	<b>\$0</b>	<b>\$ 114,837</b>

## Notes

Miscellaneous: Cost providing to the City 1 AutoCAD License for two years use = \$3,650

(IDS Group maintains licenses for our in-hour use of AutoCAD and other software as part of our overhead; for this in-house use there will be no additional charge beyond the fees quoted above)

Optional Item:

Retain the Services of a Geotechnical Engineer for Preliminary Soils Report: add \$6,500.

**IDS Group****2017 Rate Sheet**

Title – Association	Hourly Rate
Principal	\$184
Associate	\$173
Senior Project Manager	\$163
Project Manager	\$152
Senior Architect or Engineer	\$142
Senior Cost Estimator	\$131
Project Architect or Engineer	\$131
Designer Architect or Engineer	\$116
Engineering Designer - BIM	\$100
Architectural Job Captain   Designer	\$95
CAD Drafting Engineer   Architect	\$84
Office Administration	\$53

Expenses such as, but not limited to, plan check fees, permits, inspections, testing services, title company fees, special delivery charges, plotting/ presentation boards, maps, aerial photographs, and reprographics/ illustrations that may be required for community or other stakeholder presentation, shall be billed to the owner at Consultant's direct cost plus 5%.



## **Section VI: Insurance**

IDS Group hereby acknowledges the insurance requirements as set forth in the contract documents and will obtain-without reservations or exclusion, insurance upon award of contract.

IDS has a Combination Policy which includes the following coverage: General Liability, Professional Liability, General Aggregate; Automobile Liability, Workers' Compensation and Professional Liability.

A sample insurance certificated with our current limits has been included on the following page.



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/1/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Risk Strategies Company 2040 Main Street, Suite 450 Irvine, CA 92614	CONTACT NAME: Risk Strategies Company PHONE (A/C, No, Ext): 949-242-9240 FAX (A/C, No): E-MAIL: syoung@risk-strategies.com ADDRESS:
www.risk-strategies.com CA DOI License No. 0F06675	INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Property Casualty Co. of America INSURER B: Continental Casualty Company INSURER C: INSURER D: INSURER E: INSURER F:
INSURED IDS Group, Inc. 1 Peters Canyon Rd., Ste 130 Irvine CA 92606	NAIC # 25674 20443

COVERAGES		CERTIFICATE NUMBER: 35374095		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD YVVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		6809H717919	5/1/2017	5/1/2018	EACH OCCURRENCE \$ \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ \$1,000,000 MED EXP (Any one person) \$ \$10,000 PERSONAL & ADV INJURY \$ \$2,000,000 GENERAL AGGREGATE \$ \$4,000,000 PRODUCTS - COMPOP AGG \$ \$4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		BA8F335897	5/1/2017	5/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$ \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0		CUP6B555880	5/1/2017	5/1/2018	EACH OCCURRENCE \$ \$3,000,000 AGGREGATE \$ \$3,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	UB3459T675	5/1/2017	5/1/2018	<input checked="" type="checkbox"/> PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$ \$1,000,000 E.L. DISEASE - POLICY LIMIT \$ \$1,000,000
B	Professional Liability		AEH288340328	11/12/2016	11/12/2017	Per Claim: \$3,000,000 Aggregate: \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 104, Additional Remarks Schedule, may be attached if more space is required)

This certificate issued for Proposal Purposes only.

CERTIFICATE HOLDER	CANCELLATION
*For Proposal Purposes Only*	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Michael Christian

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ACORD 25 (2016/03)

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**“Metal Building”  
Visitors Center & Equipment Shop  
at Borax Bill Park  
California City, CA**

---

SBL Proposal No. 17055

**Professional Services Proposal  
July 12, 2017**

**Prepared For: Mr. Joe Barragan**



July 12, 2017

SBL Proposal No. 17055

Attn: Mr. Joe Barragan  
City of California City  
21000 Hacienda Blvd.  
California City, CA 93505

*Via Email: USPS Priority Mail & JBarragan@californiacity-ca.gov*

**Subject: "Metal Building"**  
**Visitors Center & Equipment Shop**  
at Borax Bill Park  
16363 Twenty Mule Team Pkwy  
California City, CA

Dear Mr. Barragan;

SBL Architecture is pleased to present the attached outline of professional services and estimate of professional fees for **"Metal Building" - Visitors Center & Equipment Shop** building located at Borax Bill Park, 16363 Twenty Mule Team Pkwy, California City, CA

**I. Project Scope:** We understand the project consists of following scope:

- **Building Location:** New 6,000 square feet building to be located in Borax Bill park, within boundary of graded dirt area. There are existing permanent restrooms, shade structures for the park. California City Police Department maintains Desert Incident Response Team (D.I.R.T.) maintains Borax Bill Park, including Camp Hose building.
- **Parking:** There are dirt parking spaces and drive way to serve general public for park visitors and DIRT operation. No additional parking space and or/driveways to be provided, except disabled parking space and its access to this new building.
- **Utilities:**
  - Electric: SCE service on site.
  - Water: City's water main water located on the other side of Twenty Mule Team Parkway, and currently serving existing buildings.
  - Sewer: There is no public sewer available at the site. Septic tank and infiltration pit could be utilized.
  - Gas: There is no gas available.
- **Use of New Building:**
  - Visitors Center:
    - Approximately 3,000 square feet of space will be used for visitor's center.

- Staffed information/reception area to serve visitors, including issuance of Off-Highway Vehicle permit.
- A small conference room and copy area for staff to be provided.
- Display area to accommodate display of local tourism and recreational activity information.
- Provide ample power supply for future audio/video equipment, including floor mounted power/data outlets.
- A set of public restroom to for general public use.
- Operation hours to be normal business hours, including weekends and holidays.
- **Equipment Shop:**
  - Approximately 3,000 square feet of space will be used for open bay shop.
  - There will be no hazardous material use and/or storage. There will be no repair activity that may cause oils spill (or industrial waste) or fume – such as welding – anticipated.
  - Open shop area to be equipped with overhead sectional doors to move in and out vehicles.
  - A break room with lockers and restroom with a shower for staff use to be provided.
  - A mop sink for general cleaning shall be provided.
  - A portion of shop area to be loft (mezzanine) area for light storage use with access stair. SBL Architecture assume this mezzanine structure shall be designed as seismically separate structure from the building shell, and to be designed by SBL Architecture's consulting engineer.
  - Operation hours for the shop area could be different from visitor's center.
- **Building Structure:** Building structure to be pre-engineered steel structure on concrete slab/foundation. Pre-engineered structure (or commonly known as shell) to be structurally engineered/designed by the owner selected and hired pre-engineered steel building manufacturer. This design contract does not include engineering cost for pre-engineered structural components.

## II. Scope of Services : SBL Architecture to provide following services.

- **Schematic Design Phase**
  - SBL Architecture to prepare overall site plan based on readily available information and field observation. (Topographic survey is not a part of this proposal.)
  - Perform Building Code research as necessary to establish requirements pertaining to building design that will govern the project.
  - Collaborate with Police & Facilities Department and others to finalize the building plan layout.
  - Generate a Schematic Design Package that can be used for Cost Estimating Purposes.
  - The Schematic Design Package shall include Site Plan, Floor Plan, Elevations, and Building Sections.
  - Proposed drainage pattern to be indicated on architectural site plan. (Grading/Drainage plan by civil engineer is not a part of this proposal.)
  - Architect's field visit for observation of existing condition.

- Architect to attend Schematic Design Review meeting.
- Owner to provide soils testing/report including percolation testing for septic pit.
- **Design Development Phase**
  - Once schematic design is approved, *SBL Architecture* to proceed with design development along with structural, electrical, mechanical and plumbing engineering.
  - SBL Architecture to cooperate with the owner selected pre-engineered steel structure manufacturer for their design/engineering of shell structure. Pre-engineered steel building manufacturer shall cooperate with SBL architecture and provide necessary drawings in timely manner.
  - Building systems – including mechanical, electrical and plumbing systems shall be designed.
  - Architect to attend Construction Document Review meetings.
- **Construction Documents Phase**
  - Prepare Construction Drawings including Site Plan, Floor Plans, Enlarged Plans, Reflected Ceiling Plans, Roof Plan, Interior Elevations, Door Schedule, Window Schedule, Finish Schedule, Site Details, Interior and Exterior Details.
  - Engineering drawings shall include:
    - Structural Foundation Plan: SBL Architecture's consulting engineer shall design foundation and slab based on soils report, steel building manufacture's calculation.
    - Mezzanine structure to be designed as seismically separate structure from the building shell, and to be designed by SBL Architecture's consulting engineer.
    - Electrical Drawings: Power and Lighting Plans, T-24 Calculations
    - Mechanical Drawings: HVAC Plans and details. T-24 Compliance Forms.
    - Plumbing Drawings: Water and Waste Water Plans.
  - Structural drawings and calculations by Pre-engineered Steel Manufacturer's drawings & calculations shall be part of construction documents.
  - Finalize coordination efforts with consultants and include their respective drawings in the final Construction Documents Package.
  - Architect to attend Construction Document Review meetings.
- **Approval Phase**
  - Compile all drawings and format them appropriately for Plan Check submittal.
  - Address Back Check comments and shall coordinate design team efforts for Back Check to facilitate timely and thorough response.
  - Assist with the bidding process by attending a pre-bid conference and addressing bidder questions in writing.
  - Architect to attend pre-bid conference.
- **Construction Administration Phase**
  - Construction administration services during construction phase – such as answering RFI, reviewing shop drawings, issuing Change order, job site meeting/visit, and punch list - is not a part of this fixed fee proposal.

- When requested service during construction phase, it will be charged based on hourly rate under Billing & Payment Procedure.
- **Exclusions:** Following services are excluded from this proposal.
  - Geotechnical (soils) testing & report – to be provided by the City.
  - Pre-Engineered Steel Structure Engineering – to be hire by the City.
  - Civil engineering (i.e. grading plan, drainage plan, storm water treatment plan)
  - Landscape design.
  - Topographic/ boundary survey

### III. Compensation

Compensation for the professional services outlined above is **Fifty-Nine Thousand and Two Hundred Dollars (\$59,200)**. Followings are breakdown of fees;

○ Architectural Service including site visit/meeting during design phase	\$ 29,270
○ Structural Engineering (Foundation & Mezzanine structure)	\$ 6,200
○ Review & coordination of Pre-Engineered Steel Structure drawings and specs.	\$ 3,850
○ Electrical Engineering	\$ 6,280
○ Mechanical Engineering	\$ 8,200
○ Plumbing Engineering	\$ 2,900
○ Permit Processing (including printing cost during design phase)	\$ 2,500
<b>Total</b>	<b>\$59,200</b>

### IV. Billing and Payment Procedures

Progress statements will be submitted for payment according to the following schedule:

#### **Fee Schecule**

○ Initial Retainer at Commencement	\$ 5,920	(10%)
○ At Completion of Schematic Design	\$ 20,720	(35%)
○ At Plan Check Submittal	\$ 26,640	(45%)
○ At Permit Issuance	\$ 5,920	(10%)
<b>Total</b>	<b>\$ 59,200</b>	<b>(100%)</b>

#### **Standard Hourly Billing Rate** *for additional service and out-of-scope work*

○ Principal Architect / Engineer	\$ 165
○ Project Designer / Engineer	\$ 110
○ Drafting / Secretarial	\$ 90
○ Job Site Meeting / Visit per occurrence :	\$ 600
<i>Up to 2-hour meeting. No separate hourly charge. Per discipline</i>	

Payments are required commensurate to the progress of the project. Late payments will be subject to a 1.5% per month late charge based on the unpaid balance.

#### V. Reimbursable Expenses

Reimbursable expenses (i.e., blueprints, deliveries, etc.) shall be billed at a 1.1 multiple of actual cost. The client will not be billed for travel time, phone calls or normal postage. The following items are not included in our basic services fee and are considered reimbursable expenses:

- Environmental reports, energy reports, sound studies, and traffic studies, other than specifically listed above.
- All government and utility fees, plan check fees, permit fees, school fees, and assessments.
- Fire sprinkler system design.
- Fire Alarm system design.
- Security system and telecommunications system design.
- Modifications after completion of the Schematic Design Phase except changes required for code compliance.
- Hazardous material identification, storage, and abatement.
- Off-site improvements not listed in our scope of services.
- Construction cost estimating.
- Coordination with utility companies.
- Plotting, reproduction, and color prints – other than during design and permitting process.
- CAL-Green building commissioning.
- Any other services not specifically listed in this proposal.

#### VII. Project Termination

Either party may terminate the agreement upon giving seven days written notice to the other party of intention to do so. Costs to date will be computed at standard hourly rates or percentage complete as of termination date.

Should the project be terminated at any time during the development of the drawings, or be delayed for more than three months, the architect shall be paid in full for all services performed, as well as for reimbursable expenses incurred, prior to receipt of written notice from the client of termination or delay. Costs to date will be computed at standard hourly rates or percentage complete as of termination date.

We appreciate the opportunity to be part of your team and look forward to working on this exciting project.

If you have any questions, please let me know.

Sincerely,



Hong-Seok Jang, AIA

Accepted:

\_\_\_\_\_ Date: \_\_\_\_\_

## **GENERAL TERMS AND CONDITIONS**

In addition to the matters set forth above, our Agreement shall include and be subject to, and only to, the terms and conditions in the following Standard Provisions. As used in the Standard Provisions, the term "Architect" shall refer to SBL Architecture and the term "Client", "Owner" or "the City" shall refer to California City. Fees and times stated in this Proposal are valid for thirty (30) days after the date of this letter.

## **STANDARD OF CARE**

Architect represents that it is knowledgeable and experienced in providing technical, engineering and consulting services comparable to the services provided by firms in good standing under similar circumstances. Architect represents to Client that the Services shall be performed in a manner consistent with the standard of care. Architect agrees to correct, at its own expense, any services provided under this Agreement which do not conform to this standard of care. No other guarantee or warranty, express or implied, is intended by this Agreement.

## **OWNER'S RESPONSIBILITIES**

Owner to provide information about the objectives, schedule, and constraints of the project. The Architect may rely on the accuracy and completeness of information furnished by the Owner. Owner to furnish information and decisions in a timely manner consistent with project schedule.

## **CHANGES IN THE WORK AND ADDITIONAL SERVICES**

At any time after execution of this Agreement, Client may order changes in the Architect's Services consisting of additions, deletions, and revisions within the general scope of services being performed by Architect under this Agreement and/or any applicable Work Authorizations. Whenever a change in the scope and/or time for performance of services occurs, or if Client has notified Architect of a change,

Architect shall submit to Client within a reasonable time an estimate of the changes in cost and/or schedule, with supporting calculations and pricing. Pricing shall be in accordance with the pricing structure of this Agreement. The Architect shall not proceed with work changes without express authorization from the Client and agreement on changes in cost and/or schedule.

## **CONFIDENTIALITY**

In order to protect the confidentiality of Client's business, communications and materials (as defined below), the Services shall be conducted in accordance with the following:

- (i) Architect shall not in any manner reveal, disclose or publish the fact that Client has contracted for the Services of Consultant, without Client's prior written consent; and
- (ii) no records shall be delivered to any person unless specifically directed by Client.

## **FEE AND BILLING**

Architect will perform the services described in the Scope of Services for the Fixed Fee associated with each task. Fees will be invoiced based upon the percentage of services completed as of the invoice date. Payment will be due upon receipt of invoice. For additional services or changes in scope, we will provide our services on a Fixed Fee basis including reimbursable.

## **INSURANCE**

For the protection of our clients as well as our firm, we carry liability insurance. A certificate of insurance will be provided to the client in the amounts requested within five (5) days of Notification of Award and will name client as an additional insured.

## **SUSPENSION OF WORK**

If payment of invoices by Client is not maintained on a current basis, Architect may, after giving three (3) days written notice to Client, suspend further performance until such payment is restored to a current basis.

## **TERMINATION FOR CAUSE**

Either Party may terminate this Agreement for cause. Termination for cause shall be by written notice ("Termination Notice") from the terminating Party, delivered to the allegedly defaulting Party at least seven (7) days prior to the proposed termination date ("Termination Date"). The allegedly defaulting Party shall have seven (7) days from receipt of the Termination Notice within



which to cure the alleged default. Any termination for cause shall be without prejudice to any claims which either Party may have against the other Party, its agents or subcontractors.

#### **CONFLICTS OF INTEREST**

Architect shall not perform, or enter into any agreement for, services for any other person, corporation or entity, except with prior written consent of Client, if, in the sole discretion of Architect, the performance of the services could result in a conflict with Architect's obligations under this Agreement. Consultant represents that it has reasonably evaluated potential conflicts and has disclosed to Client in writing any prior or existing relationships which present, or could appear to present, a conflict with the Services to be performed.

#### **COMPLIANCE WITH LAW**

Architect and Client will use reasonable care to comply with applicable laws in effect at the time the Services are performed hereunder, which to the best of their knowledge, information and belief; apply to their respective obligations under this Agreement. Client shall cooperate with Architect in obtaining any permits or licenses required for the performance of the Services.

#### **DELEGATION AND ASSIGNMENT**

Either Party may at any time delegate, orally or in writing, this Agreement, or any portion thereof, with the prior written consent of the other Party. No such delegation shall operate to relieve the Party of its responsibilities hereunder.

#### **NOTICES**

All notices required or permitted hereunder shall be in writing and shall be served on the Parties at the following address:

Architect:  
SBL Architecture  
Attn: Hong-Seok Jang  
3700 Wilshire Blvd., Suite 265  
Los Angeles, CA 90010

Client:  
California City  
Attn: Mr. Joe Barragan  
City of California City  
21000 Hacienda Blvd.  
California City, CA 93505

Any such notices shall be either:

- (i) sent by certified mail, return receipt requested, in which case notice shall be deemed delivered three business days after deposit, postage prepaid in the U.S. Mail;
- (ii) sent by overnight delivery using a nationally recognized overnight courier, in which case, it shall be deemed delivered one business day after deposit with such courier; or
- (iii) sent by personal delivery. The above addresses may be changed by written notice to the other Party; provided, however, that no notice of a change of address shall be effective until actual receipt of such notice. Copies of notices are for informational purposes only, and a failure to give or receive copies of any notice shall not be deemed a failure to give notice.

#### **ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the Parties with respect to the Services, and supersedes all prior negotiations, representations or agreements relating thereto, written or oral, except to the extent they are expressly incorporated herein. Unless otherwise provided for herein, no amendments, changes, alterations or modifications of this Agreement shall be effective unless in writing, executed by Client and Architect. There are no third party rights or benefits under this Agreement.

#### **BUDGETARY LIMITATIONS**

The Client shall advise Architect in writing before design commencement of any budgetary limitations for the overall project cost. Architect will endeavor to work within such limitations and will, if requested and included within the scope of services, submit to

Client an opinion of probable cost. Opinions of probable cost will represent Architect's best judgment as a professional familiar with such costs, but does not represent that bids or negotiated prices will not vary from budgets or opinions of probable cost.

#### **SEVERABILITY AND WAIVER**

If any portion of this Agreement is held invalid or inoperative, then so far as is reasonable and possible, the remainder of this Agreement shall be deemed valid and operative, and effect shall be given to the intent manifested by the portion held invalid or inoperative. The failure by either Party to enforce against the other Party any term or provision of this Agreement shall be deemed not to be a waiver of such Party's right to enforce against the other Party the same or any other such term or provision.

#### **MEDIATION**

If any dispute arises out of or relates to this Agreement, or the breach thereof, then said dispute will first be referred to a panel consisting of at least one representative of each Party having authority to enter into agreements to settle the dispute. The panel will engage in any conference or discussion deemed appropriate under the circumstances to arrive at a settlement of the dispute. If the dispute cannot be settled through direct discussions by the panel representatives of the Parties, the Parties agree then to submit the matter to mediation under the Construction Industry Mediation Rules of the American Arbitration Association before having recourse to a judicial forum. No written or oral representation made during the course of any settlement negotiations or mediation shall be deemed a party admission.

#### **USE OF DOCUMENTS**

All documents provided by Architect pursuant to this Agreement are instruments of service of Architect, and Consultant shall retain an ownership and property interest therein (including the right of reuse) until Client has made full payment to Architect for such documents pursuant to this Agreement.

#### **INDEMNIFICATION**

The Parties shall at all times remain entirely responsible for the results and consequences of their sole negligence and agree to indemnify and hold harmless the other Party from and against any and all claims, losses, damages, costs and expenses, including attorney's fees, which may arise or result from such sole negligence.

#### **LIMITATION OF LIABILITY**

The total liability, in the aggregate, of Architect and Architect's directors, officers, employees, agents, associates or subcontractors, and any of them, to Client or anyone claiming by, under or through you as Client, for any and all injuries, claims, losses, expenses, including attorneys' fees, expert fees or court costs and damages whatsoever arising out of or in any way related to Architect's Services under this Agreement, from any cause or causes whatsoever, including but not limited to, negligent acts or omissions, professional negligence, breach of contract, strict liability, errors or omissions of Architect, or the employees, directors, officers, agents, associates or subcontractors of Consultant, or any of them, will be limited to the Architect's fee (including changes) or the limits of the professional liability insurance as it exists at the time of execution of this contract, whichever is greater. The Parties waive incidental, indirect, or consequential damages for claims, disputes, or other matters in question arising out of or relating to this Agreement. This waiver is applicable, without limitation, to all consequential damages due to either Party's termination.

#### **GOVERNING LAW**

This Agreement and the legal relations of the Parties shall be governed by the laws of the State of California.



July 11, 2017

SBL Proposal No. 17055

Attn: Mr. Joe Barragan  
City of California City  
21000 Hacienda Blvd.  
California City, CA 93505

*Via Email: USPS Priority Mail & [JBarragan@californiacity-ca.gov](mailto:JBarragan@californiacity-ca.gov)*

***Re: "Metal Building"***

Dear Mr. Barragan,

SBL Architecture is pleased to present this outline of professional services and estimate of professional fees for a new 6,000 square feet pre-engineered metal building for visitor's center and equipment shop, located at Borax Bill Park.

For the response of your RFP, attached design proposal and supporting documents required per your RFP. Please note that Standard Form 330 (per GSA) was used for section I through Section IV for your convenience. For the Section IV (Project Approaches) and Section IV (Cost of Service) are described in design proposal.

We appreciate the opportunity to be part of your team and look forward to working on this exciting project.

If you have any questions, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read 'Hong-Seok Jang'.

Hong-Seok Jang, AIA

# ARCHITECT - ENGINEER QUALIFICATIONS

## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

Metal Building - Visitors Center & Equipment Shop @ Borax Bill Park

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Hong-Seok Jang

5. NAME OF FIRM

SBL Architecture

6. TELEPHONE NUMBER

213.478.0088 / 213.663.0448 (c)

7. FAX NUMBER

213.973.4741

8. E-MAIL ADDRESS

hjang@SBLarch.com

### C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	SUBCON-TRACTOR			
a.	✓			SBL Architecture <input type="checkbox"/> CHECK IF BRANCH OFFICE	3700 Wilshire Blvd., Suite 265 Los Angeles, CA 90010	Architectural Service
b.			✓	Basis & Associates <input type="checkbox"/> CHECK IF BRANCH OFFICE	3700 Wilshire Blvd., Suite 420 Los Angeles, CA 90010	Structural Engineer
c.			✓	YF Engineering <input type="checkbox"/> CHECK IF BRANCH OFFICE	18311 S. Western Ave., Suite 120 Torrance, CA 90248	Mechanical & Plumbing Engineering
d.			✓	YF Engineering <input type="checkbox"/> CHECK IF BRANCH OFFICE	18311 S. Western Ave., Suite 120 Torrance, CA 90248	Electrical Engineering
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☐ (Attached)

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT***(Complete one Section E for each key person.)*

12. NAME  Hong-Seok Jang	13. ROLE IN THIS CONTRACT  Architectural Service	14. YEARS EXPERIENCE	
		a. TOTAL 23	b. WITH CURRENT FIRM 5
15. FIRM NAME AND LOCATION <i>(City and State)</i> SBL Architecture, Los Angeles, CA			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> Master of Architecture University of Oklahoma, Norman, OK - 1993  Bachelor of Science in Architecture Hanyang University, Seoul, Korea - 1989		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> California State - Licensed Architect (#C-33065)  Georgia State - Licensed Architect (#RA006920)	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> American Institute of Architects (AIA) member - #30208490 LEED Accredited Professional by USGBS			

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i> Berean Community Church Irvine, CA	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2016	CONSTRUCTION <i>(If applicable)</i> 2017
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Conversion of 400 seat main sanctuary in 20,000 square feet two story existing warehouse building. Structural upgrade due to occupancy change and HVAC, lighting, and life safety improvements for assembly use. Building construction type was re-configured to accommodate maximum floor area requirement.		
(1) TITLE AND LOCATION <i>(City and State)</i> Equestrian Center California State University - Fresno, Fresno, CA	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2017	CONSTRUCTION <i>(If applicable)</i> 2018
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm A 4,000 square feet new building for equestrian team at Fresno State. Consisting of assembly area, coach office, lockers and shower facility for the team and guests. Due to limited budget, least expensive construction method was investigated per CBC. Locker, shower and restrooms are designed per newly implemented gender free configuration.		
(1) TITLE AND LOCATION <i>(City and State)</i> Suntrans Warehouse Los Angeles, CA	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2015	CONSTRUCTION <i>(If applicable)</i> 2016
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm 15,000 square feet distribution facility with 2,400 square feet office area. Dock high loading for five(5) truck positions. Corporate office including sound proof wall for office noise issue.		
(1) TITLE AND LOCATION <i>(City and State)</i> Social Security Office - Security Enhancement Moreno Valley / Hollywood / Fountain Valley, CA	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2015	CONSTRUCTION <i>(If applicable)</i> 2016
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Security upgrade for Front-End Interview area in local Social Security Offices. Preparation of Design-Intent-Drawing (DID), coordination with local and district management for design approval and construction requirements in multiple locations. GSA oversees design and construction process.		
(1) TITLE AND LOCATION <i>(City and State)</i> Tele-Presence Room Kia Motors Building in Irvine & Hyundai Motors Building in Fountain Valley	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2016	CONSTRUCTION <i>(If applicable)</i> 2017
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Multi-media conference room to accommodate teleconference equipment with ultra-high resolution camera & display screens. Artificial lighting and natural light control system incorporated. Supplemental low-noise HVAC system was added.		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT***(Complete one Section E for each key person.)*

12. NAME  Hongkook Kim	13. ROLE IN THIS CONTRACT  Civil and Structural Engineer	14. YEARS EXPERIENCE a. TOTAL      b. WITH CURRENT FIRM 19              13	
15. FIRM NAME AND LOCATION <i>(City and State)</i> Basis & Associates, Inc. Los Angeles, CA			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> Ph.D Sturctural Engineering HanYang University Seoul South Korea		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Registered Professional Engineer of California	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i> PHYSICAL SECURITY UPGRADE FOR U.S. EMBASSY LIMA, PERU	(2) YEAR COMPLETED PROFESSIONAL SERVICES      CONSTRUCTION <i>(If applicable)</i> 2008                                  2008	
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm DESIGN AND PREPARATION OF CONSTRUCTION DOCUMENTS FOR PHYSICAL SECURITY UPGRADE, US EMBASSY LIMA, PERU		
(1) TITLE AND LOCATION <i>(City and State)</i> PHYSICAL SECURITY UPGRADE FOR U.S. EMBASSY SANA'A REPUBLIC	(2) YEAR COMPLETED PROFESSIONAL SERVICES      CONSTRUCTION <i>(If applicable)</i> 2008                                  2008	
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm DESIGN AND PREPARATION OF CONSTRUCTION DOCUMENTS FOR PHYSICAL SECURITY UPGRADE, US EMBASSY SANA'A REPUBLIC OF YEMEN		
(1) TITLE AND LOCATION <i>(City and State)</i> PHYSICAL SECURITY UPGRADE FOR CONSULATE OF THE U.S. CHIANG MAI, THAILAND	(2) YEAR COMPLETED PROFESSIONAL SERVICES      CONSTRUCTION <i>(If applicable)</i> 2006                                  2006	
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm DESIGN AND PREPARATION OF CONSTRUCTION DOCUMENTS FOR PHYSICAL SECURITY UPGRADE, US CONSULATE CHIANG MAI, THAILAND		
(1) TITLE AND LOCATION <i>(City and State)</i> CALSTATE LONGBEACH PARK RETAINING WALL DESIGN LONGBEACH, CA	(2) YEAR COMPLETED PROFESSIONAL SERVICES      CONSTRUCTION <i>(If applicable)</i> 2015                                  2015	
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Design and Preparation of Construction Documents for New Building Facilities		
(1) TITLE AND LOCATION <i>(City and State)</i> 6825 Mulholland Dr., Los Angeles, CA 90068	(2) YEAR COMPLETED PROFESSIONAL SERVICES      CONSTRUCTION <i>(If applicable)</i> 2016                                  2016	
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Design and Preparation of Construction Documents for New Building Facilities Including driveway and bridge to driveway		



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT***(Complete one Section E for each key person.)*

12. NAME  Kum Seok (Joseph) Yang	13. ROLE IN THIS CONTRACT  Electrical Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 15	b. WITH CURRENT FIRM 3
15. FIRM NAME AND LOCATION <i>(City and State)</i> YF Engineering, Inc. Torrance, CA			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> M.S. Electrical Engg. University of Southern California, USA B.S. Chemical Engg. Changwon National Univ. S. Korea		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> California - Licensed Electrical Engineer (M20481)	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> LEED AP BD+C, USGBC Associate DBIA, Design-Build Institute of America			

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Stanford Hotel - 10 story Hotel, Buena Park, California	2017	N/A
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE 4000A, 3 PHASE, 4 WIRE Service design Lighting, Power, Photometric design, T-24 calcs	<input checked="" type="checkbox"/> Check if project performed with current firm	
Medical Clinic - Inglewood, California	2016	N/A
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE 400A, 3 PHASE, 4 WIRE Service design Lighting, Power, Photometric design, T-24 calcs	<input checked="" type="checkbox"/> Check if project performed with current firm	
Arte Home Condo	2016	N/A
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE 1000A, 3 PHASE, 4 WIRE Service design Lighting, Power, Photometric design, T-24 calcs	<input checked="" type="checkbox"/> Check if project performed with current firm	
Olive Long Beach Apartment	2016	N/A
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE 200A, 1 PHASE, 3 WIRE Service design Lighting, Power, Photometric design, T-24 calcs	<input checked="" type="checkbox"/> Check if project performed with current firm	
CPG Guard House	2015	N/A
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE 200A, 3 PHASE, 4 WIRE Service design Lighting, Power, Photometric design, T-24 calcs	<input type="checkbox"/> Check if project performed with current firm	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT***(Complete one Section E for each key person.)*

12. NAME  Krishna Kumar	13. ROLE IN THIS CONTRACT  Mechanical Engineer	14. YEARS EXPERIENCE a. TOTAL 43      b. WITH CURRENT FIRM 15	
15. FIRM NAME AND LOCATION <i>(City and State)</i> YF Engineering, Inc. Los Angeles, CA			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i>  B.S. Mechanical Engg. U. of Mysore, India  M.S. Mechanical Engg. Brigham Young U. Provo, UT. USA		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i>  California - Licensed Mechanical Engineer (M22176) Oregon - Licensed Mechanical Engineer (16775P) Nevada - Licensed Mechanical Engineer (16775P) Washington - Licensed Mechanical Engineer	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> Life Member - American Society of Mechanical Engineer, New York, NY Member - ASHRAE, ATLANTA, GEORGIA			

**19. RELEVANT PROJECTS**

a. (1) TITLE AND LOCATION <i>(City and State)</i>  Marriott Hotel - Dual Brands Hotel, Las Vegas, Nevada  (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE HVAC, Plumbing and Energy Calcs for 220 Room Major Hotel. HVAC System wit Mitsubishi - VRF System	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2016	CONSTRUCTION <i>(If applicable)</i> N/A
	<input type="checkbox"/> Check if project performed with current firm	
b. (1) TITLE AND LOCATION <i>(City and State)</i>  Stanford Hotel - 10 story Hotel, Buena Park, California  (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE HVAC, Plumbing and T-24 Energy Calcs. HVAC system with Samsung VRF system	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2016	CONSTRUCTION <i>(If applicable)</i> N/A
	<input checked="" type="checkbox"/> Check if project performed with current firm	
c. (1) TITLE AND LOCATION <i>(City and State)</i>  Hampton INN, Van Nuys, CA  (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE HVAC, Plumbing and Energy Calcs for 96 room Hotel	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2007	CONSTRUCTION <i>(If applicable)</i> N/A
	<input type="checkbox"/> Check if project performed with current firm	
d. (1) TITLE AND LOCATION <i>(City and State)</i>  Los Angeles City College Los Angeles, CA  (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Total revamp of campus, HVAC	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2007	CONSTRUCTION <i>(If applicable)</i> N/A
	<input type="checkbox"/> Check if project performed with current firm	
e. (1) TITLE AND LOCATION <i>(City and State)</i>  Loyola Marymount Univ. Gersten Annex Los Angeles, CA  (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE HVAC, Plumbing and T-24 Calcs for New Gymnasium Bldg.	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2010	CONSTRUCTION <i>(If applicable)</i> N/A
	<input type="checkbox"/> Check if project performed with current firm	

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b>
<b>21. TITLE AND LOCATION (City and State)</b> Hyundai-KIA Proving Ground California City, California	<b>22. YEAR COMPLETED</b>	
	<b>PROFESSIONAL SERVICES</b> 2011	<b>CONSTRUCTION (If applicable)</b> 2016

**23. PROJECT OWNER'S INFORMATION**

<b>a. PROJECT OWNER</b> Hyundai Americal Technical Center	<b>b. POINT OF CONTACT NAME</b> Matthew Seare	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 949.790.5510
--------------------------------------------------------------	--------------------------------------------------	-------------------------------------------------------------

**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

- Mater Plan update for 4,300 acre vehicle testing compound with multiple buildings and testing tracks.
- Administration Office and Supporting Facility: Approximately 13,000 square feet building addition with testing garage. \$3,5 mil. construction cost.
- Fire Water Storage Tank & Pump System: 500,000 gallon capacity fire water storage system to supplement public firewater system. \$1.8 mil construction cost.
- Weathering Building & Testing Yard: 2,800 square feet testing laboratory building, incorporating solar panels over shade canopy structure. \$1.5 mil. construction cost.
- Emergency Heli-pad for medical emergency use with radio and lighting system, powered by solar panels. \$200,000 construction cost.
- Main gate guard house and shade structure: remotely located entrance gate guard house with shade structure. Independent water tank supply & septic tank system, photovoltaic system to supplement electrical power.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

<b>a.</b> <b>(1) FIRM NAME</b> SBL Architectrue	<b>(2) FIRM LOCATION (City and State)</b> Los Angeles, CA	<b>(3) ROLE</b> Architect
<b>b.</b> <b>(1) FIRM NAME</b> Basis & Associates	<b>(2) FIRM LOCATION (City and State)</b> Los Angeles, CA	<b>(3) ROLE</b> Structural Engineer
<b>c.</b> <b>(1) FIRM NAME</b> YF Engineering	<b>(2) FIRM LOCATION (City and State)</b> Torrance, CA	<b>(3) ROLE</b> Electrical & Mechanical Engineer
<b>d.</b> <b>(1) FIRM NAME</b> PC Engineering	<b>(2) FIRM LOCATION (City and State)</b> Los Angeles, CA	<b>(3) ROLE</b> Electrical Engineer
<b>e.</b> <b>(1) FIRM NAME</b>	<b>(2) FIRM LOCATION (City and State)</b>	<b>(3) ROLE</b>
<b>f.</b> <b>(1) FIRM NAME</b>	<b>(2) FIRM LOCATION (City and State)</b>	<b>(3) ROLE</b>

## 1. SOLICITATION NUMBER (If any)

*(If a firm has branch offices, complete for each specific branch office seeking work.)*

[illegible]

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work		1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	4	2. \$100,00 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	4	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

The foregoing is a statement of facts.

a. SIGNATURE	b. DATE
c. NAME AND TITLE	
Hong-Seok Jang	



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/30/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> BO LEE INSURANCE SERVICES INC DBA: BLUESTONE BNJ INSURANCE SOLUTIONS 1133 S. VERMONT AVE SUITE 24 LOS ANGELES CA 90006		<b>CONTACT NAME:</b> Megan Kim <b>PHONE (A/C, No, Ext):</b> (213) 908-6887 <b>FAX (A/C, No):</b> (213) 908-6892 <b>E-MAIL ADDRESS:</b> megank@bluestoneins.net	
<b>INSURED</b> Space Between Lines Inc DBA: SBL Architecture 3700 Wilshire Blvd. Suite #265 Los Angeles CA 90010		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Stillwater Insurance Group <b>INSURER B:</b> National General Insurance <b>INSURER C:</b> Hiscox Insurance Company Inc <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	N/A	BP7000674	05/25/2017	05/25/2018	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000.00 MED EXP (Any one person) \$ 10,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMP/OP AGG \$ \$	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC							
	B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	N/A	N/A	2005098391	05/30/2017	05/30/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000.00 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
		UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$						
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		PROFESSIONAL LIABILITY	N/A	N/A	UDC-1987919-EO-17	05/30/2017	05/30/2018	AGGREGATE LIMIT \$ 2,000,000.00


DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder is named as additional insured per form CG2010 11/85 Form B or equivalent

\*10 days written notice of cancellation shall be given for non-payment of premium.

## CERTIFICATE HOLDER

## CANCELLATION

Fresno State  5241 N Maple Ave Fresno CA 93740	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/16/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Theo Insurance Services, Inc. 3450 Wilshire Blvd. Ste 1005 Los Angeles CA 90010		<b>CONTACT NAME:</b> Monique Bae <b>PHONE:</b> (213) 380-4040 <b>FAX:</b> (213) 380-4020 <b>E-MAIL:</b> moniquebae@gmail.com <b>ADDRESS:</b>	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> State Compensation Insurance Fund	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Per occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COM/OP AGG
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Per accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE AGGREGATE
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	9090235-17	02/19/2017	02/19/2018	X PER STATUTE E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

For proof of coverage only

Denotes 10 day given notice of cancellation for non-payment of premium

## CERTIFICATE HOLDER

For proof of coverage only

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

<SC>

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. SPACE BETWEEN LINES, INC.	
	2 Business name/disregarded entity name, if different from above SBL ARCHITECTURE (DBA)	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) 3700 WILSHIRE BLVD., SUITE 265	Requester's name and address (optional)
	6 City, state, and ZIP code LOS ANGELES, CA 90010	
	7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
4	5	-	3	1	2	7	9	3 4

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶

Date ▶ 03/07/2017

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



## *SBL Architecture*

SBL Architecture is a Los Angeles based architectural firm offering professional services in land use planning and architectural services. We recognize that architecture is equal parts art and science, creative and analytical. We are relentless to further develop, innovate and achieve each client's objectives while enhancing the overall project result turning ideas into reality. Our collaborative approach invites everyone – designers, clients, and consultants – to think, create and realize with us.

The latest technology, including BIM software, helps our designers and all members of the building team visualize the many component of a project and how they work together. We embrace technology because it enables us to remain small but effectively handle larger and complex project without encumbrances of being old-school firms. We continue to maintain the highest standard in architectural design by constantly upgrading and meeting new demands.

To ensure the highest level of client service, the firm's principal, Hong-Seok Jang is directly involved in all aspects of the design process. We are closely attuned to the needs and goals of the clients, with emphasis on cost-effectiveness and project quality. And provide creative and thoughtful solutions to each client's unique vision.

Our professional services include:

- Feasibility Studies and Analysis
- Site Planning and Programing
- Residential, Commercial and Mixed-Use Development
- Entitlement Processing
- Schematic and Concept Design
- Design Development
- Construction Documents
- Construction Administration
- Project Management
- Consultant Coordination and City Permission Processing

## *Principal Architect*

**Hong-Seok Jang** has over 20 years of comprehensive experience with a multitude of residential, commercial, institutional, and industrial projects in both rehabilitation and new construction. Mr. Jang is highly skilled in working with diverse project teams and has an extensive background in managing the design, contract document, bidding, and construction phases.

He has been handling complex projects through communication with design team and assisting clients to allow for good decisions to be made at their scheduled time. And also, he has experienced with number of LEED projects as both a principal and LEED Accredited Professional. Understanding client's need and budget constraints, and conscientiously addressing those issues have been the hall mark of his works. He continues to maintain the highest standard in land use consulting, architectural design by constantly upgrading and meeting new demands in creative and professional field.

At SBL Architecture, as a managing principal, he directs and maintains an organized infrastructure as well as motivating team. Aside from his everyday management duties, Mr. Jang has an affinity for the technical aspects of building within our unique climate and mentors best-practice principles of building science, ensuring high technical standards for all projects. As both a principal and LEED Accredited Professional, he is an advocate of sustainable design, furthering the firm's commitment to environmental integrity through innovative green building techniques.

### ☐ *Education*

- **University of Oklahoma**, Norman, Oklahoma,  
Master of Architecture in Urban Design (1990-1992)
- **Hanyang University**, Seoul, Korea  
Bachelor of Science in Architecture (1984-1988)

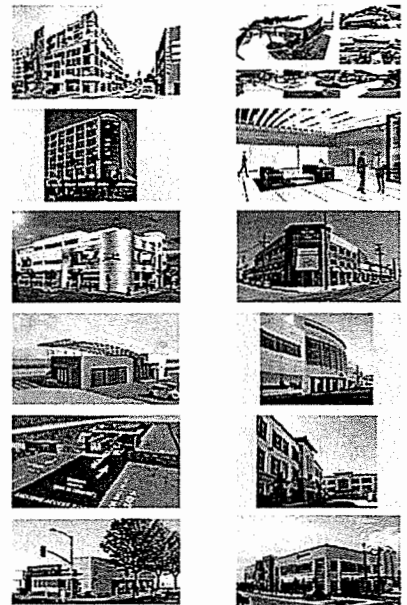
### ☐ *Experience*

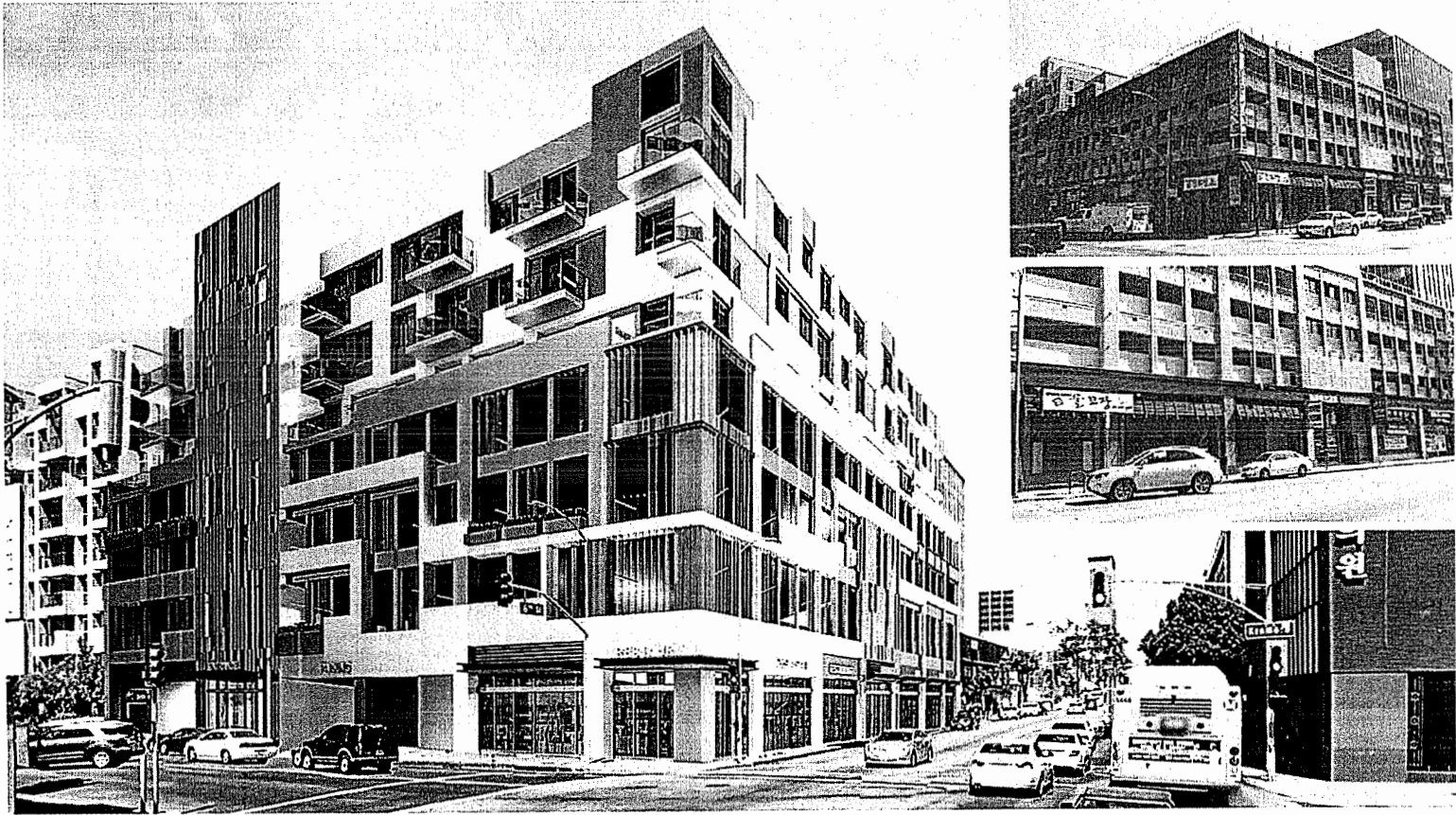
- **SBL Architecture**, Los Angeles, California : Principal (2011-current)
- **HPA, Inc.** Irvine, California ; Project Manager (1997 – 2011)
- **Turner Associates**, Atlanta, Georgia : Project Designer/Intern Architect (1993-1997)

### ☐ *Credentials*

- **LEED AP**, by US Green Building Council,
- **Registered Architect**, State of Georgia & California
- **AIA Member**

## Work Samples





Kenmore @ 6th  
 - Mixed use project (Retail + 53-unit Apartment on top of existing 4-story parking deck), Los Angeles, CA

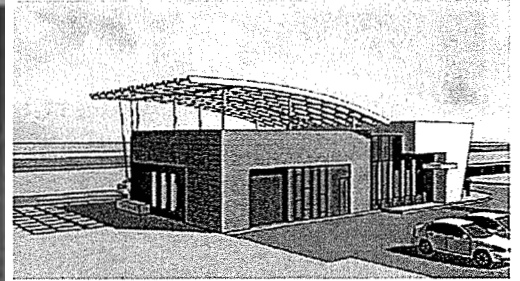
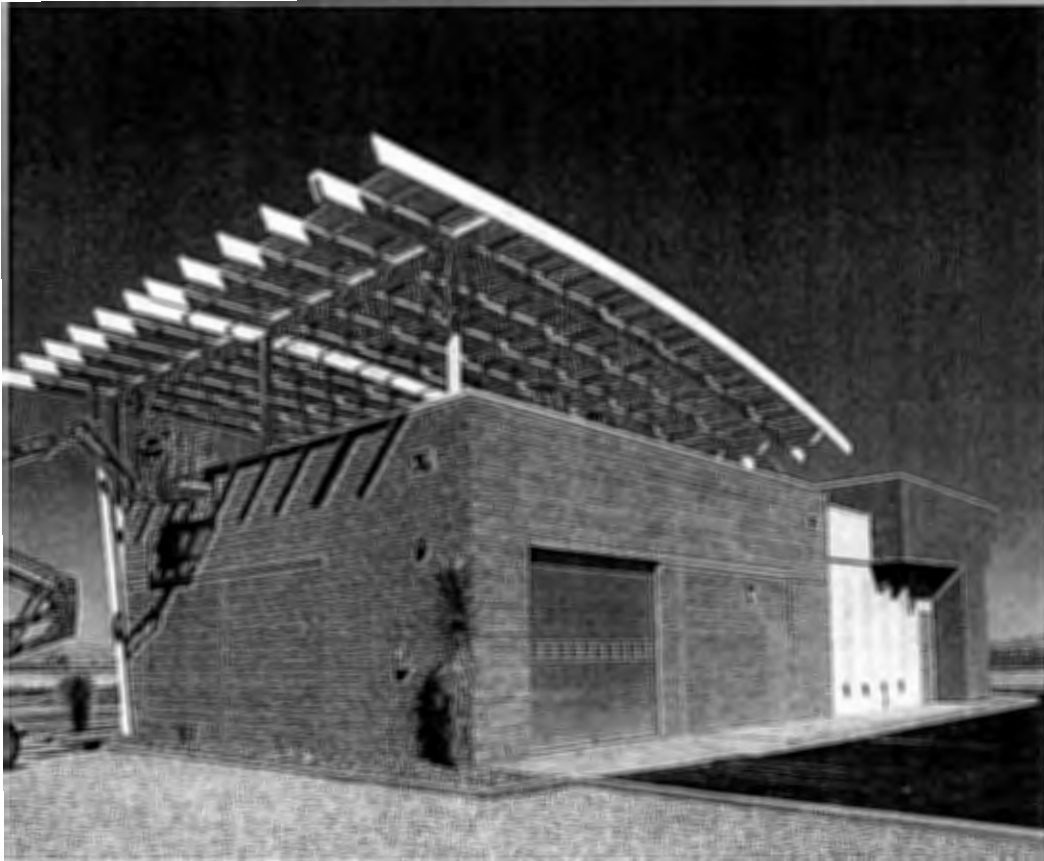


RENAISSANCE HOTEL  
- Hotel project, Las Vegas, NV



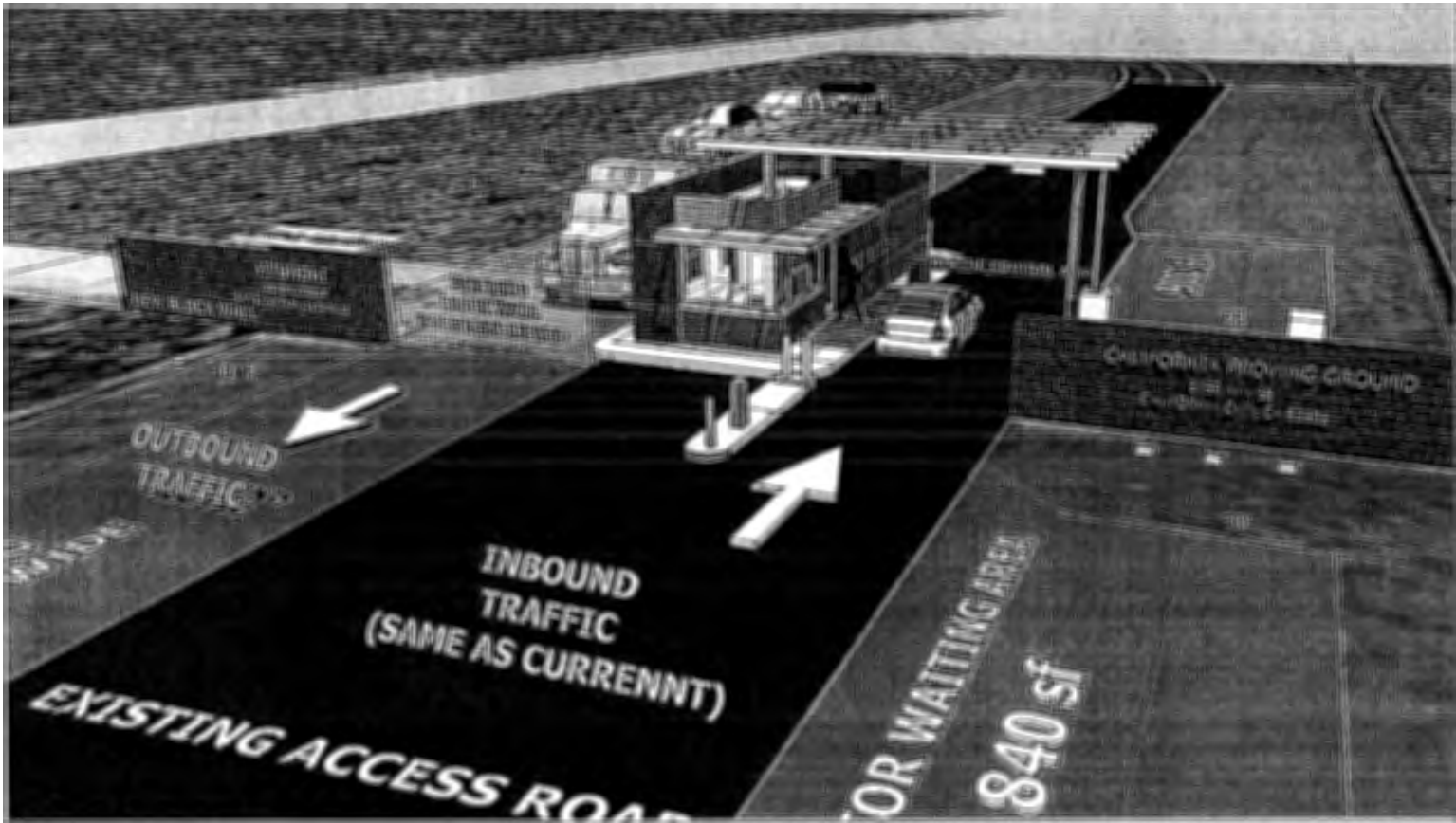


Italee Optic Mixed Use  
- Optical lens manufacturing facility & office building w/ 5-story residential apartment, Los Angeles, CA

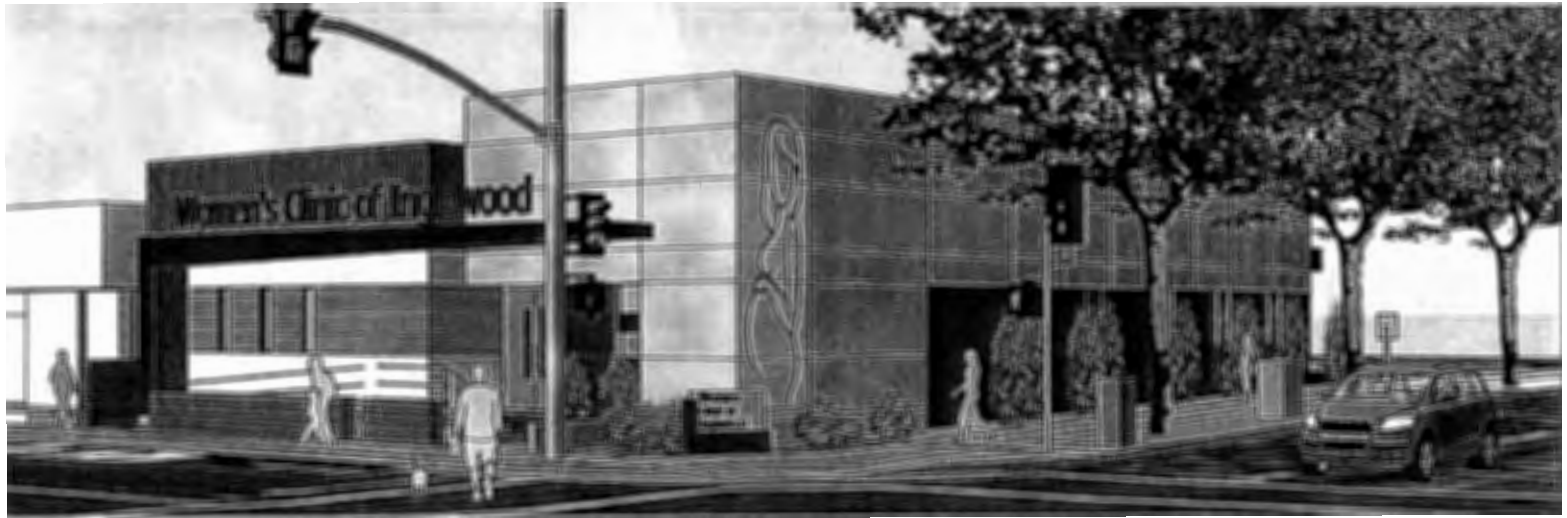
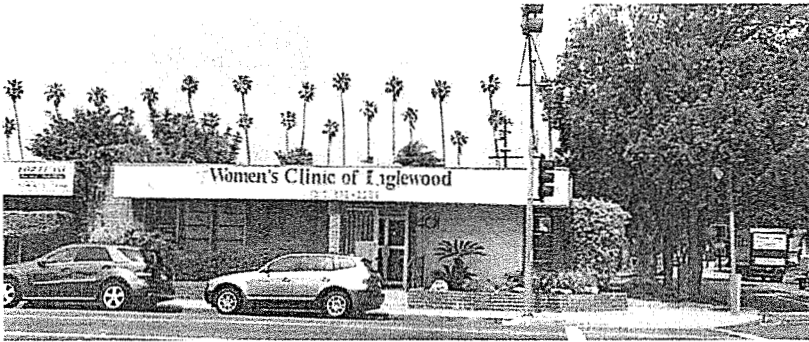


Automotive Weathering Testing Facility  
- R & D office building w/ solar canopy, California City, CA

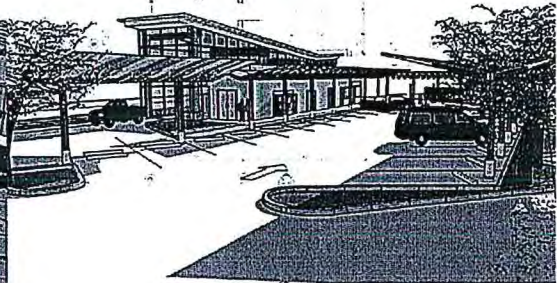
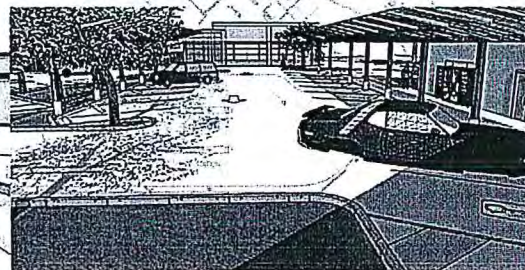
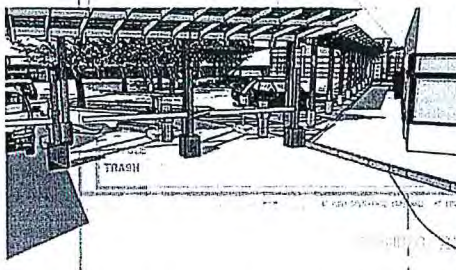
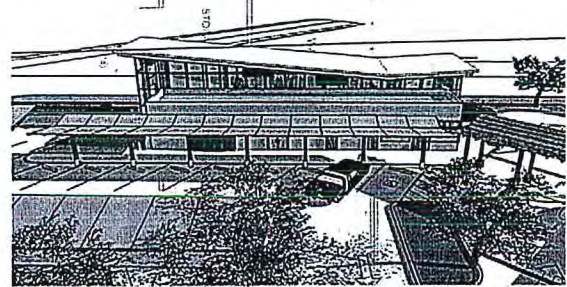
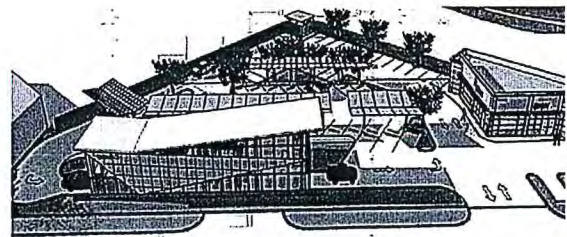
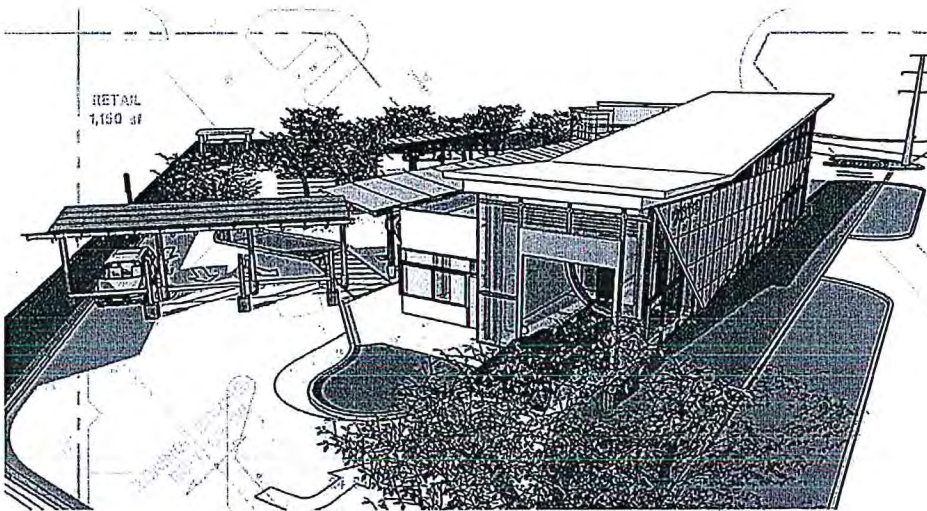




Guard House @ Vehicle Testing Compound  
 - Guard house at main gate, California City, CA

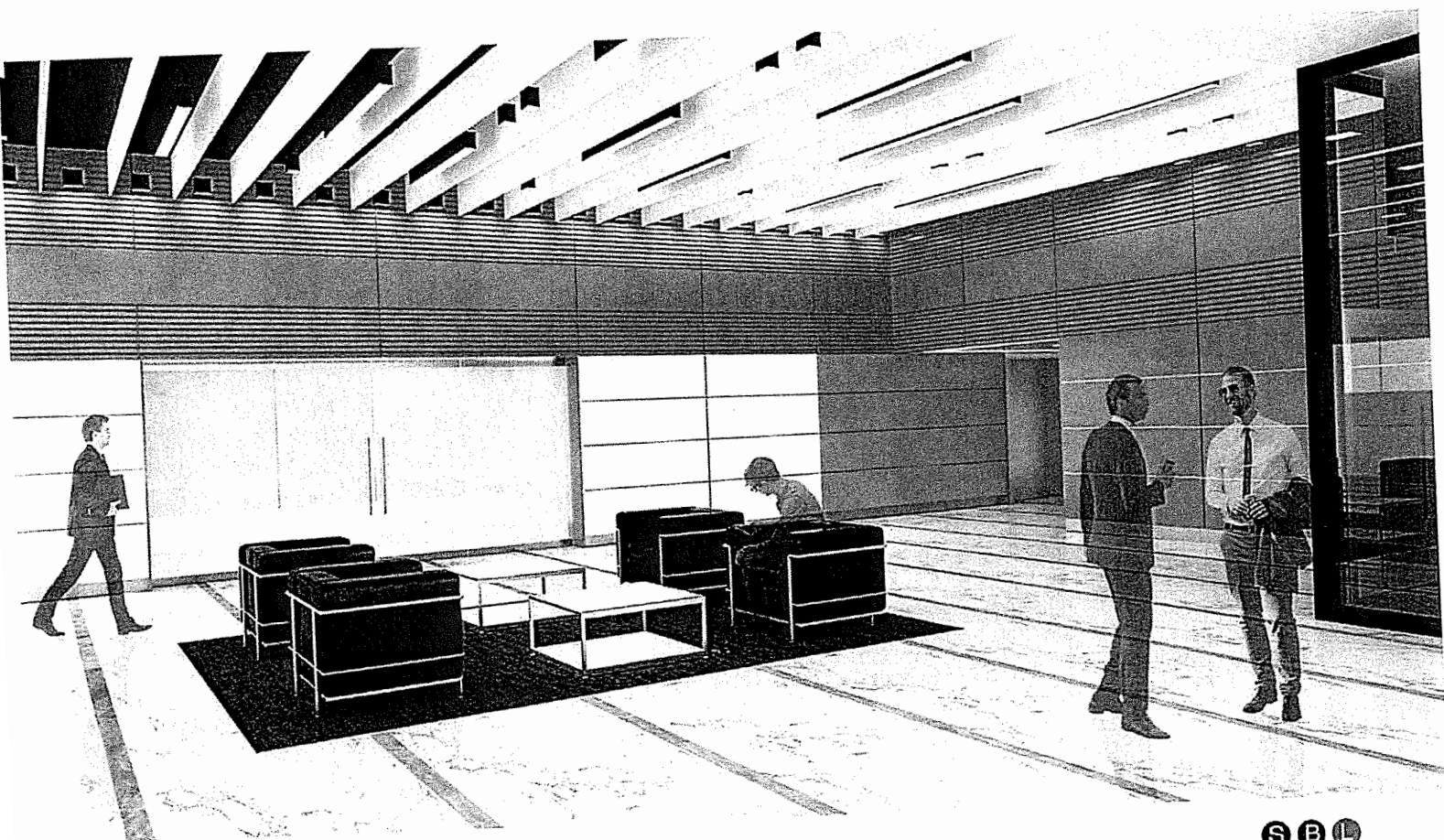


Women's Clinic of Inglewood  
- Medical clinic renovation project, Inglewood, CA



Drive-In Express Car Wash  
- Drive-in express car wash, Tujunga, CA





2100 Main Office Building Lobby  
- Office building lobby improvement, Irvine, CA

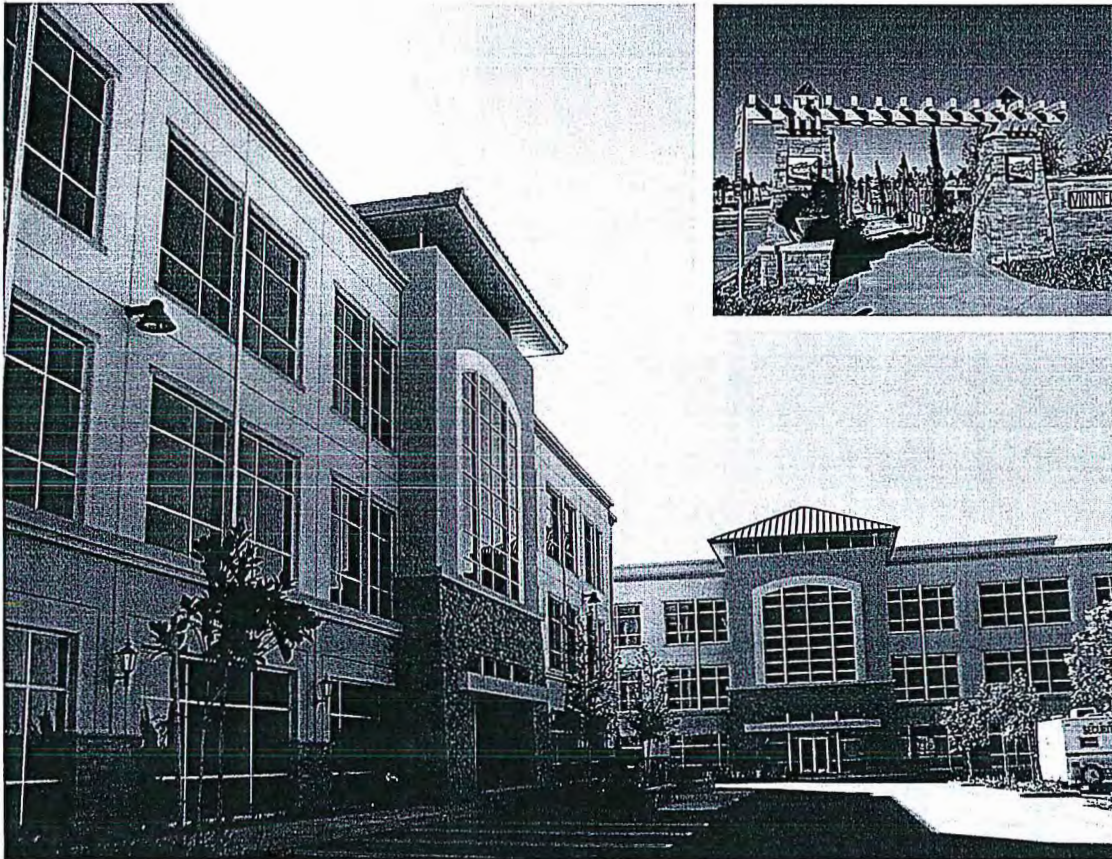


Crocker @ 9th  
- Wholesale complex in DTLA garment district, Los Angeles, CA

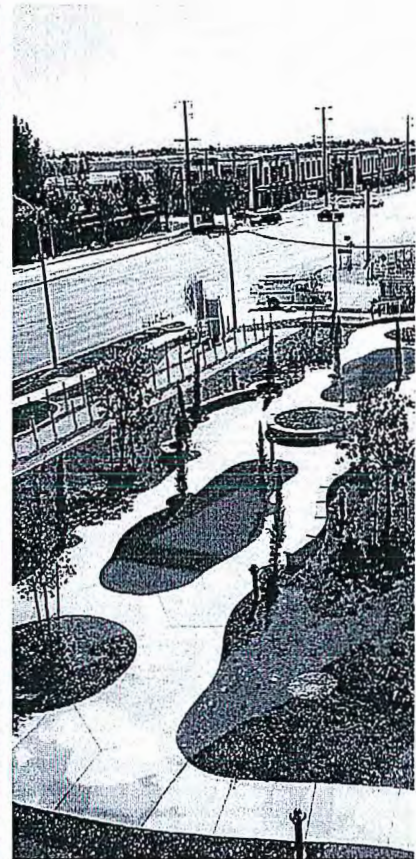


Boston Scientific  
- Medical device manufacturing facility, Santa Clarita, CA





Ontario Office Building  
- 3-story office building development, Ontario, CA





Nong Shim  
- US head quarter office & manufacturing building, Rancho Cucamonga, CA





## City Council

Meeting Date:

July 25, 2017

**TO:** Mayor and Council  
**FROM:** Fire Chief Justin Vincent  
**SUBJECT:** Fire Marshall Staff Report

**BACKGROUND:** The California City Fire Department has an **immediate and sustained** need to fill the position of **Fire Marshal/ Battalion Chief**. This need is due to the imminent influx of commercial and residential growth taking place in part due to the MMJ industry and its associated growth. This position is of immediate need due to the necessity for **qualified and certified representation** during the SDR processes, plan review processes, and building inspection processes. The development of a fire department prevention bureau is paramount and tantamount to the success of the city and to the anticipated growth from building and commercial operations.

**RECOMMENDATION:** The city council approves this position so that the Fire Department can effectively review and potentially approve building plans and ensure public safety through proper fire prevention measures as required by state law and the municipal code.

**FISCAL IMPACT:** The fiscal impact will be the position salary and benefits, along with initial start-up costs of the prevention bureau which includes; vehicle, uniforms, equipment, guide books, etc. (see

NB 1.

attached detailed list). Salary and benefits \$ \$159,859; additional costs \$76,350 **total costs \$236,209**. Will have to come from General Funds Reserves as the Fire Department is in a deficit reserve position.

**ENVIROMENTAL IMPACT:** Substantial positive environmental impacts will include HAZMAT and fire prevention measures that are in line with Kern County Environmental Health (California City's "Certified Unified Program Agency" (CUPA) for HAZMAT)

# CITY OF CALIFORNIA CITY

## JOB DESCRIPTION

**ADMINISTRATIVE  
FIRE BATTALION CHIEF**  
Position Control No. 7 21 2017  
Exempt Full Time

### EMPLOYMENT

**CLASSIFICATION:** Classified

**DEPARTMENT:** Fire

**REPORTS TO:** Fire Chief

**PURPOSE/OBJECTIVE OF JOB:** Under direction of the Fire Chief or designee, is to coordinate the work of the Fire Department Prevention Division with the Fire Department including fire prevention, code compliance, inspections, arson investigations, fire education, hazardous materials, and the review of proposed construction compliance with codes and regulations; coordinate Fire Prevention activities with other divisions and departments represent the Division to other City of California City department, and outside agencies. Responsible for work of considerable difficulty involving supervision and administration in Fire Department operations. Administering a continuous training program, enforcing fire prevention standards, laws and ordinances, arson investigation work, and promoting public cooperation; and performs other administrative assignments as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Develop, direct, and implement division goals, objectives, policies and procedures.
2. On occasion act as Duty Chief, and assist in EMS and Fire Management and response.
3. Prepare the Fire Prevention Division budget, assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer approved advice and prepare, or review, reports to the Fire Chief, City Manager and other boards as required.
4. Formulate, plan, instruct and supervise all firefighting training activities; evaluate
5. activities and prepare reports. Such training to include multi-company drills, company in -service schools and drills, and special staff officer training session.
6. Assist in preparing budgets.



7. Establish and direct schedules and methods for fire inspection, investigations and public education activities.

**KNOWLEDGE, ABILITIES, AND SKILLS:**

1. Comprehensive knowledge of the principles, practices, methods, and equipment of
2. modern firefighting.
3. Comprehensive knowledge of training requirements for fire fighting personnel as
4. well as the requirements necessary to do the training of personnel in the use of
5. equipment and apparatus and in proper fire fighting and fire control techniques.
6. Comprehensive knowledge of the operational and maintenance of overall
7. department operations.
8. Perform as the Hazardous Materials Response Coordinator, participate and respond to hazardous materials emergencies in the City of California City and County-wide, as requested; coordinate and provide oversight of the Fire Department hazardous materials response mitigation and monitoring training.
9. Participate as a member of the Emergency Management
10. Comprehensive knowledge of laws, ordinances and established standards pertaining
11. to fire prevention, arson investigation, and the municipal building code.
12. Comprehensive knowledge of fire prevention inspection methods and techniques.
13. Considerable knowledge of recent development, current literature and sources of
14. information in municipal fire administration, fire prevention and fire fighting.
15. Considerable knowledge of the management, organization, function, and procedure of
16. a modern municipal fire department and have modern management techniques.
17. Considerable knowledge of teaching techniques in the use of audio-visual materials
18. and equipment to conduct fire training and related subjects.
19. Ability to plan, schedule, and assign departmental work on a short and long-term basis. Ability to supervise and evaluate subordinates effectively; ability to establish and maintain effective working relationships with subordinates effectively.
20. Ability to lead under emergency conditions.

**Education and Experience:**

1. Any combination equivalent to the education and experience likely to provide the required knowledge and abilities of a Battalion Chief and Fire Marshall.
2. An Associate's degree from an accredited college, with major course work in fire science, fire prevention, fire administration, public or business administration, engineering, environmental science, hazardous materials or related field is required.
3. Bachelor's Degree is preferred but not required.
4. Completion of course requirements for the California Board of Fire Service certification as a Fire Inspector I and II, Plans Examiner, Chief Officer, SFM Fire Marshal and Fire Investigator is required
5. Completion of the course requirements from California Office of Emergency Services (CalOES), California Specialized Training Institute (CSTI) is desirable: hazardous Materials Technician, Hazmat IC and Hazmat Safety Officer or Specialist certification.

Ability to: Reach, turn, and move from one location to another  
stand, walk, kneel, crouch, stoop and climb.

Frequent: Speak clearly and correctly, sit hears, handle.  
Visual acuity (near, under 20 inches, far-over 20 feet).  
Perform one or more of these functions simultaneously.

**MARGINAL PHYSICAL REQUIREMENTS:**

Ability to: Crawl, squat, lift, bend, run

**ENVIRONMENTAL CONDITIONS TO WHICH EXPOSED:**

Noise intensity level:	Moderate to High
Working under mechanical hazards:	Moderate to High
Working around fumes/odors:	Occasional to Moderate
Working around other hazardous conditions:	Moderate to High
Working around extreme temperatures:	Moderate to High

ADA/EEOC Job Description

Approved by City Council: \_\_\_\_\_

1 (Full-time Exempt) Fire Marshal- Battalion Chief

1	35.44	2835.20	6142.93
2	37.21	2976.96	6450.08
3	39.07	3125.81	6772.58
4	41.03	3282.10	7111.21
5	43.08	3446.20	7466.77
6	45.23	3618.51	7840.11

Additional Costs:

Fire Command Vehicle	approx. 70,000
Uniforms:	1200.00
Badge	200.00
Office Furniture	1,400
Laptop	1,000
Code Books	1,000
Decibel Meter	50.00
Gas Monitor System 5-gas	500.00
Basic tools	200.00
Camera- Digital SLR	800.00
Total:	76,350

XII-E  
VEHICLE USAGE POLICY  
Revised: February 2015

**AUTHORIZATION**

This policy is a complete revision of policy number XII-E, Use of City Vehicles. Use of City owned vehicles shall be relied upon as the primary means of vehicle usage, as it provides the greatest control over operating costs, usage, maintenance, inspection, and insurance. City vehicles are important public assets and should only be used for the purpose of authorized City business.

This policy establishes procedures regarding the effective and economical usage of the City owned and privately-owned vehicles operated during the course of City business.

**I. AUTHORITY**

This policy has been approved by the City Manager for use in matters regarding the use of all vehicles operated during the course of City business.

**II. ASSIGNMENT OF RESPONSIBILITY**

- A. Department Managers shall keep a list of all employees who may be required to drive City owned vehicles or privately-owned vehicles on City Business.
- B. Department Managers shall also be responsible for overseeing the implementation of necessary driver training programs and ensuring that employees who require such training complete training timely.
- C. The Department Manager will classify vehicles as either general or special purpose.
- D. Department Manager will ensure that City vehicles under his/her control are used for official purposes only.
- E. The Department Manager will provide guidance for the proper use and safe operation of motor vehicles.
- F. Department Manger will determine current and projected needs for motor vehicles.
- G. Department Manager and Garage Superintendent will conduct and/or aid in conducting periodic evaluations of program performance effectiveness.

- H. The Human Resource Official shall ensure that driver's license information is maintained in each employee's file.
- I. The Human Resources Official shall also receive and record Department of Motor Vehicles Pull Notice reports and notify Department Managers when necessary.
- J. All City employees/volunteers shall promptly provide insurance and driver license information when notified that their job duties include driving either a City owned or privately-owned vehicle.

**III. Garage Superintendent**

The Garage Superintendent is responsible for the general operation of the City's vehicles. The Garage Superintendent shall ensure vehicles are regularly maintained in such a manner as to eliminate mechanical failure including receiving notification from any Department Manager who reports unsafe conditions or defect in any City owned vehicle. Upon receiving such notification, the Garage Superintendent shall determine whether or not the vehicle is unsafe for continued operation.

**IV. Garage Superintendent Responsibility**

- A. Establish and maintain records for utilization of all assigned vehicles and for costs of maintenance and operation of City owned vehicles.
- B. Ensure that motor vehicles' reports are current and accurate.
- C. Ensure that each City owned or leased motor vehicle used for official business is equipped with safety belts.
- D. Any vehicle damage beyond normal wear and tear or that includes defect affecting the safe operation of the vehicle must be documented and reported to the Department Manager.

**V. DEFINITIONS**

- A. Preventable Accident: the vehicle operator failed to do everything reasonably possible to prevent the accident.
- B. Non-Preventable Accident: the vehicle operator did everything reasonably possible to prevent the accident.
- C. City owned vehicles: any vehicle owned by the City, and assigned on a shared, designated, or permanent basis.
- D. Privately Owned Vehicle: any personally owned vehicle used by an employee, whether owned by the employee or not.
- E. Commercial Motor Vehicle: a motor vehicle or combination of vehicles designed or used for the transportation of persons or property for compensation.
- F. Vehicle Operator: any employee who is either operating a City owned vehicle or is operating a personally owned vehicle on City business.
- G. City Business: activities that require the use of a vehicle and are authorized by the employee's supervisor. In the use of personal vehicles,

City business also means that the operator is being reimbursed for mileage expenses according to Internal Revenue Service guidelines.

**VI. ACCIDENT REPORTING**

Employees must report any work-related accident or injury to their supervisor within twenty-four (24) hours of knowledge of its occurrence. The manager shall file an accident report and forward a copy to the Human Resources Officer. If the accident requires the attention of a doctor, the Human Resources Officer shall be notified immediately and the employee transported to an approved Workers Compensation physician. When the vehicle operator is determined to be involved in a preventable accident, the Department Manager shall recommend appropriate action subject to review and approval by the City Manager. Accidents resulting in injuries or exceeds \$500.00 in property damage is reported to the City Manager who in turn will report the accident to City Council.

**VII. VEHICLE TYPES AND USE**

City owned vehicles fall into the following categories, and have restrictions based upon type and use:

- A. Vehicles that are kept overnight at city facilities, and are assigned for use on a shared or designated basis during the course of daily City business. Personal use is expressly prohibited.
- B. Vehicles that are assigned to managers on a permanent basis, and designated for use of City business and may be used for daily commuting, on call emergencies and daily City business to and from the City.
- C. City Vehicles that are designated for emergency or on-call use, and authorized for use to and from work in order to respond on a 24-hour basis. Vehicles designated for emergency or on call use should remain within thirty-five miles of the Kern County line or forty-five miles from the worksite. Employees authorized to operate emergency or on call vehicles may make reasonable, but limited stops before and after assigned work shifts while traveling to and from work.

**VIII. VEHICLE MARKINGS**

With the exception of unmarked emergency vehicles all City vehicles are required to display the City Seal on each City owned vehicle along with the Department identification.

**IX. GENERAL GUIDELINES**

- A. Only City employees are authorized to operate City owned vehicles.
- B. Under no circumstances shall family members or friends be transported in City owned vehicles, including those that are authorized for use commuting to and from the City or designated for emergency or on call use.



- C. It is the responsibility of the individual utilizing his/her privately owned vehicle to maintain accurate records of the purpose and extent of her/her travel, and to make substantiated claims for reimbursement per the City reimbursement policy.
- D. The vehicle mileage allowance is intended to cover the employee's cost of operating the vehicle on City business.
- E. All operating expenses of the privately-owned vehicle above the reimbursement for the vehicle/mileage allowance are borne by the employee. This includes, but is not limited to, gasoline, oil, maintenance, wear and tear, depreciation and insurance.
- F. Should an accident occur during the time an employee is using their vehicle for the City, each as part of their regular job duties, or as directed, the employee's insurance would pay first. The City's insurance would pay in excess of the primary coverage (employee's insurance policy). Each case is examined on an individual basis to determine financial responsibility, shared equitable financial responsibility etc. and whether it is necessary to trigger the City's vehicle coverage.
- G. It is the responsibility of the employee operating either a City owned or privately-owned vehicle to ensure that all persons in the vehicle use seat belts and have them properly adjusted before starting the engine of the vehicle.
- H. When cargo, materials or tools are transported, the vehicle operator is responsible for assuring that all items are properly secured.
- I. No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds or other locations on a vehicle not designed or approved by the vehicle manufacture for passenger seating. An exception to this shall be vehicles designed and equipped for passengers outside the cab area.
- J. Any injuries sustained by the vehicle operator or other employees while operating a vehicle on City business shall be covered by Workers' Compensation.
- K. Alcoholic beverages and drugs shall not be transported or placed in any city owned vehicle or privately-owned vehicle while on City business.
- L. Before operating the vehicle, the driver should check all equipment to assure it is working and in a safe operating condition.
- M. Any vehicle damage beyond normal wear and tear or that includes defect affecting the safe operation of the vehicle must be documented and reported to the Department Manager and the Garage Superintendent.
- N. Employees who possess temporary driving permits or hardship licenses shall not be permitted to operate a City vehicle or will not be authorized to use their privately-owned vehicles in the performance of official City business.

**X. ACKNOWLEDGEMENT**

Upon receipt of this policy, each employee shall sign a form acknowledging that he/she is aware of this policy.

**Approved by Council February 17, 2015**